THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, September 5, 2023

COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
5:30 PM

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***

5. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

6. **APPROVE AGENDA -** ***Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***

7. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   - 7.1. Approval of August 15, 2023 Council Proceedings (page 3-9)
   - 7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 10-39)

8. **NEW BUSINESS**
   - 8.1. Approve the purchase of a used DS75 3 station folder / inserter with OMR reader (page 40)
   - 8.2. Call for First Reading of An Ordinance Creating Chapter 114 “Cannabis” And Section 114.01 “Use Of Cannabis In Public”, In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty

Provisions. (page 41-42)

8.3. Replace the R-22 Ice Plant with Co2 Ice Plant to service both the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center. (page 43-64)

8.4. Approve Metcalf Archaeology Study (page 65)

8.5. Approve Hiring of Richard Baker as Economic/Community Development Director (page 66)

8.6. Approve Tobacco License for Licensee Name: TH Specialty Store Inc., Trade Name: King Tobacco Thief River 2 (page 67-72)

9. COUNCIL BOARDS AND COMMISSIONS REPORTS - ***Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.***

10. UPCOMING MEETINGS

10.1. Committee of Whole Meeting - Immediately following City Council

10.2. Utilities Committee Meeting - September 11th at 7:00 a.m.

10.3. Public Safety Liquor Committee Meeting - September 11th at 4:30 p.m.

10.4. Administrative Services Committee Meeting - September 12th at 4:30 p.m.

10.5. Public Works Committee Meeting - September 13th at 4:30 p.m.

10.6. City Council Meeting - September 19th at 5:30 p.m.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.

COUNCIL PROCEEDINGS
Tuesday, August 15, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on August 15, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, McCraw, Narverud, Pream, Lorenson and Aarestad. The following Councilmember was absent: Arlt and Bolduc. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- 2024 Advance Thief River Budget Request - Michelle Landsverk, Executive Director

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Scott Pream, to approve the agenda with the addition of 8.14 and 8.15.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 08.175.23: Approval of August 1, 2023 Council Proceedings

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.175.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve August 1, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.176.23: City of Thief River Falls Bills and Disbursements

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.176.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $296,609.27. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.177.23: Authorize Mayor Brian Holmer to sign a letter of support to MNDEED for Advance Thief River

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.177.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This project will significantly enhance Advance Thief River's current work by being able to provide marketing training and individual marketing plans, Money Smart one-on-one consulting, having community-level marketing strategy development to provide collaborative marketing plans, and provide business navigation services as well as business coaching.

The City of Thief River Falls is willing to be the fiscal agent for this project.

THEREFORE, BE IT RESOLVED Authorize Mayor Brian Holmer to sign a letter of support for Advanced Thief River to apply for a Small Business Assistance Partnership Program Grant for $100,000 through Minnesota Department of Employment and Economic Development.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 08.178.23: Dayna and Kraig Melvie – Conditional Use Permit Request

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.178.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Dayne and Kraig Melvie purchased the former Northwest Mobile Home sales lot from Les Snetting for the purpose of constructing storage units and other future commercial buildings. This property is located at 1001 Second Street West and is currently zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit for a buffer.

WHEREAS, The city recently added buffer strips as a conditional use to allow a performance-based approach. Properties adjacent to streets or alleys do not require a 35' buffer strip unless required by a conditional use permit.

THEREFORE, BE IT RESOLVED to Approve a Conditional Use Permit for Dayna and Kraig Melvie Storage Units.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.179.23: Approve MAK Properties, LLC. – Deed Restriction

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.179.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, On November 1, 2022 the City Council Reaffirmed the approval of Modification to the Development Program for Development District No. I and the proposed Establishment of Tax Increment Financing District No. 14 therein and the adoption of the Tax Increment Financing Plan therefore. TIF was approved, subject to the real property area, that was designated for a day care building having a restrictive covenant placed of record that said area can only be used for daycare purposes, unless the City agrees to remove said restriction at a later date.

WHEREAS, Valley Home has entered into an agreement with Discovery Place to expand their daycare center in an unoccupied space within Valley Home. This project requires additional parking and possibly a playground be constructed in the area south and west of Valley Home that was intended for a daycare purpose through a deed restriction. MAK Properties is selling this parcel to Valley Home to facilitate the daycare project, which falls within the intent of the city council, and allows the deed restriction requirement to be removed.

THEREFORE, BE IT RESOLVED To Approve a resolution removing MAK Properties deed restriction requirement adjacent to Valley Home.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.180.23: Roof Repair at the Power Plant

Following discussion, Councilmember Scott Pream introduced Resolution No. 08.180.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The room that houses the "Turbo" for the Nordberg Diesel Generator has been leaking for quite a while. The 1946, 2 Megawatt, Diesel generator is the largest capacity generator at the power plant. The roof is leaking water directly onto the turbo which is a very expensive piece of the generator equipment.

THEREFORE, BE IT RESOLVED To Accept the bid of $24,000 and scope of work submitted by Herzog Roofing for the repair of the roof over the Turbo Room at the Power Plant.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.181.23: Accept Repair West Wall of Turbine Head Race

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.181.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, A required inspection of the Power Plant / Dam was done by the Federal Energy Regulatory Commission (FERC). The only flag that was noted was concrete spalling occurring on the west wall of the Turbine Head Race above the water line.

THEREFORE, BE IT RESOLVED Accept the bid of $4,500 and scope of work and submitted by Ashton's Mowing Service for the repair of the west wall of the Turbine Head Race.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.182.23: Approve Purchase of 2022 Three Quarter Ton Pickup

Following discussion, Councilmember Scott Pream introduced Resolution No. 08.182.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The City of Thief River Falls Water Systems Department has a 1985 Dodge one ton truck that has more issues than are worth maintaining efficiently. Since the Pandemic, ordering from the State Bid List has been hit and miss with receiving what is ordered in a timely fashion. Manufacturers distribute by allocation, and can take several months to find out if the order will be filled or not.

WHEREAS, Replacing fleet vehicles in the new vehicle market, along with quotas to replace existing vehicles with fuel efficient ones, makes it challenging to purchase larger trucks that require larger engines in the State Bid Market.

THEREFORE, BE IT RESOLVED To Approve the quote from Luther Chevrolet for a used 2022 Chevrolet 2500 HD/WT.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.183.23: Authorize Mayor and City Administrator to sign a letter of support to St. Bernard's Catholic School proposed project

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.183.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED To Authorize Mayor and City Administrator to sign a letter of support for St. Bernard's Catholic School to apply for financial assistance with the USDA – Rural Development to provide metal lockers, new doors, and the replacement of the stair treads and risers on all of the stairways within its school to meet current fire code requirements and enhance the safety of its internal environment, increase the level of security, and sanitary needs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.184.23: Approval of City Hall hours of operation

Following discussion, Councilmembers decided to allow 2023 Summer Hours, Resolution No. 08.184.23, to sunset on September 2, 2023. No motion required.

RESOLUTION NO. 08.185.23: Approval of the Tyler Technologies software and services contract

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.185.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Water Department has the Sensus water meter replacement project underway. A mass water meter swap will have to be completed in the Tyler system for utility billing to replace the existing water meter serial numbers to the new water meter numbers.

THEREFORE, BE IT RESOLVED To Authorize the City Administrator to fully execute the Tyler Technologies contract in the amount of $12,160 to complete the mass water meter swap from Eaton numbers to Sensus numbers and includes an additional handheld meter-reader interface.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.186.23: Approval of Financial Audit Agreement (page 55)

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.186.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

THEREFORE, BE IT RESOLVED Approve remaining 5-year contract with Hoffman, Philipp, and Martell PLLC for 2023, 2024 and 2025 Governmental Audit Services for

$19,200 each year.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.187.23: Approve services from Flaherty & Hood PA for labor union contract negotiations

Following discussion, Councilmember Michele McCraw introduced Resolution No. 08.187.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Flaherty & Hood PA has the expertise to assist the City of Thief River Falls with all facets of public labor relations, employment law, and human resources. The services the city is requesting is to review current documents and prepare strategy, meet with management and council, review labor contracts and draft comments and initial proposals for each labor contract, participate directly in negotiations, and draft all final contract, MOUs, and council action for all units.

THEREFORE, BE IT RESOLVED Approve Flaherty & Hood PA to provide labor negotiations services for the City of Thief River Falls' unions and bargaining unit with Attorney Brandon Fitzsimmons as the lead negotiator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.188.23: Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.188.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Previously Food Trucks were approved to be allowed during the Farmer's Market but to be parked on the grass on the Floyd B. Olson Park.

THEREFORE, BE IT RESOLVED To Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During the Farmers Market Schedule on Saturdays from 9:00 am-noon.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.189.23: Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.189.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Previously the Farmer's Market had been granted permission from City Council to allow food trucks to be parked in the grass during open Farmer's Market hours(9 am -12 pm).

THEREFORE, BE IT RESOLVED Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market from 9:00 am-3 pm.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.190.23: Approve Wetland Conservation Act- Notice of Decision

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.190.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Wetland Conservation Act requires the local governing unit to administer Notice of Decision of potential wetland impacts to newly proposed construction projects. The three applications are currently governed by the City of Thief River Falls and to be decided by the City Council. Approval of the applications would be in concurrence with the decision of the WCA-Technical Evaluation Panel.

THEREFORE, BE IT RESOLVED To approve as acting representative in accordance with the Wetland Conservation Act the following three applications: City of Thief River Falls- project Red Robe Park, City of Thief River Falls- project Elks Park, #07262023-UPS expansion facility.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.191.23: Approve the appointment of Trentyn Groslie as Water Treatment Plant Operator

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.191.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, With the resignation of Jason Darco, Water Treatment Plant Operator, effective August 12th, 2023, a Water Treatment Plant Operator needed to be hired to continue efficient operations of the Water department.

THEREFORE, BE IT RESOLVED To Approve the Teamster #320 internal transfer of Trentyn Groslie from Water Systems Operator to Water Treatment Plant Operator, effective August 16, 2023. Mr. Groslie's wage shall remain at his current rate of $29.05 per hour as both positions are on the same pay grade. It should be noted that Mr. Groslie has 30 days to return to his former position, as per the Union Contract. After 30 days, the City will post the Water Systems Operator position to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.192.23: Request for Mayor and City Administrator to sign ISD 564 Contract for use of Ralph Engelstad Arena Complex and MEC

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.192.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, ISD 564 and Venuworks have negotiated a lease agreement for use of the Ralph Engelstad Arena Complex and MEC.

THEREFORE, BE IT RESOLVED To authorize the Mayor and City Administrator to sign a 5-year lease agreement with ISD 564 for the use of the Ralph Engelstad Arena Complex and MEC.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer and Councilmember Mike Lorenson spoke of the Senate Bonding agreement at the airport scheduled for tomorrow.
- Councilmember Mike Lorenson mentioned the Building Committee is reevaluating the needs of the renovation of City Hall. Taking a more conservative approach.
    - The Carneige Library roof should be completed shortly.
    - At the Branch Library we are looking at relocating the bathrooms and making them ADA compliant.
    - Continuing to look at pool amounts and splash park.
    - Water Department - there has been mixed feedback from residents regarding water meter replacement. Workers will need to get into homes.
- Councilmember Michelle McCraw gave a Strategic Plan Update - still need to meet with council.

UPCOMING MEETINGS

- Northland President Welcome Lunch for the Students - August 18th at Noon to 1 p.m.
- City Council Meeting - September 5th at 5:30 p.m.
- Committee of Whole Meeting - September 5th Immediately following City Council
- Utilities Committee Meeting - September 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - September 11th at 4:30 p.m.
- Administrative Services Committee Meeting - September 12th at 4:30 p.m.
- Public Works Committee Meeting - September 13th at 4:30 p.m.
- City Council Meeting - September 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- July 2023 Investment Summary

CLOSE MEETING PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05, SUBDIVISION 3 (A)

The City Council may close the council meeting to evaluate the performance of City Administrator, Angela Philipp

Following discussion, Councilmember Steve Narverud motioned to discontinue performance evaluations of City Administrator, Angela Philipp, issue has been resolved, being seconded by Councilmember Scott Pream.

On vote being taken, the motion was unanimously passed.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 6:25 p.m. On vote being taken, the Chair declared the motion unanimously carried.

____
Brian D. Holmer, Mayor

Attest: ________________________________
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	**GENERAL FUND**	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	**COMMUNITY DEVELOPMENT REVOLVING LOAN FUND**	
230	**TRF K-9 UNIT FUND**	
260	**MECC**	
270	**TRAIN CANOPY**	
610	**LIQUOR**	
620	**WATER UTILITY**	
630	**REA & HOMCC ARENAS - VENUWORKS**	
640	**MULTI EVENTS CULTURAL CENTER - VENUWORKS**	
650	**TOURIST PARK CAMPGROUNDS - VENUMORKS**	
670	**STORM WATER UTILITY**	
680	**WASTEWATER UTILITY**	
690	**ELECTRIC UTILITY**	
810	**POLICE RELIEF ASSOCIATION**	
820	**GREENWOOD CEMETERY FUND**	
		1/14/2022

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS
SEPTEMBER 5th, 2023

SUMMARY OF DISBURSEMENTS

8/10/2023	AP PKT #649 - PAYROLL #16	$295.82
8/10/2023	AP PKT #650 - PAYROLL #16	$211,942.44
8/10/2023	UB PKT #1819 - REFUND CHECK	$200.00
8/14/2023	AP PKT #651 - DIRECT PAYABLES	$1,306,199.93
8/16/2023	AP PKT #656 - DIRECT PAYABLES	$1,272,926.17
8/21/2023	AP PKT #652 - DIRECT PAYABLES	$211,494.36
8/23/2023	AP PKT #659 - DIRECT PAYABLES	$4,445.11
8/24/2023	AP PKT #658 - PAYROLL #17	$151,936.94
8/28/2023	AP PKT #663 - DIRECT PAYABLES	$71,846.56
8/28/2023	UB PKT #1848 - REFUND CHECKS	$4,196.99
8/29/2023	AP PKT #664 - DIRECT PAYABLES	$7,868.90
8/29/2023	UB PKT #1874 - REFUND CHECK	$270.45
9/5/2023	AP PKT #665 - COUNCIL MEETING	$203,201.57
GRAND TOTAL OF DISBURSEMENTS		**$3,446,825.24**

COUNCIL PER DIEM TO BE PAID ON 09/21/2023 PAYROLL
Presented 09/05/2023 Council Meeting

Steve Narverud - July 2023

07/10/23	Public Safety	4:30-6:15	Council Chambers	$32.50	
07/12/23	Public Works	4:30-6:15	Council Chambers	$32.50	
07/13/23	Travis and Angie	10:00-10:40	Angies office	$32.50	
07/17/23	LEC Building rent & new syste	3:00-3:30	County Board Roor	$32.50	
07/20/23	Open Line	11:00-12:00	KTRF	$32.50	
					$162.50

Steve Narverud - August 2023

08/01/23	LEC Contract	2:00-2:30	County Rm A	$32.50	
08/07/23	Public Safety	4:30-6:30	Council Chambers	$32.50	
08/08/23	Planning & Zoning	5:00-6:00	Council Chambers	$32.50	
08/09/23	Public Works	4:30-7:00	Council Chambers	$32.50	
08/10/23	Building Comm.	7:00-8:30	Council Chambers	$32.50	
08/16/23	Advance Thief River	12:00-1:00	School Board Rm	$32.50	
08/22/23	Interview-Economic Comm.	3:00-5:30	Council Chambers	$32.50	
08/28/23	Special Public Works	5:00-5:30	Council Chambers	$32.50	
08/29/23	Building Comm.	5:00-7:00	Council Chambers	$32.50	
					$292.50

Jon Scott Pream - July 2023

7/10/2023	Utilities Committee	7:00AM	City Hall	$32.50	
7/11/2023	Convention Visitor Bureau	12:00PM	Carnegie	$32.50	
7/12/2023	Public Works	4:30PM	City Hall	$32.50	
7/19/2023	MEC	7:30AM	DSC	$32.50	
7/20/2023	TRF Library Board	3:00PM	Public Library	$32.50	
7/20/2023	NWRL Board	4:30PM	NWRL on LaBree	$32.50	
7/25/2023	Pennington County Historical	5:30PM	Pioneer Village	$32.50	
					$227.50

Jon Scott Pream - August 2023

8/3/2023	CVB Board	11:00AM	Carnegie	$32.50	
8/7/2023	Utilities Committee	7:00AM	City Hall	$32.50	
8/7/2023	Canidate Review for Economi	8:00AM	City Hall	$32.50	
8/8/2023	CVB Meeting	12:00Pm	Carnegie	$32.50	
8/9/2023	Public Works	4:30PM	City Hall	$32.50	
8/15/2023	Interview for Water Dept	8:00AM	Pioneer Village	$32.50	
8/16/2023	MEC	7:30AM	DSC	$32.50	
8/17/2023	MWRL Board	4:30PM	NWRL Office	$32.50	
8/22/2023	Interviews for Economic/Com	3:00PM	City Hall	$32.50	
					$292.50

$975.00	**Total**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01874 - REFUND CK

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
21-02890-000	WILDE, DIAN L	8/29/2023	90597	270.45			270.45	Deposit
Total Refunds: 1			**Total Refunded Amount:**	270.45				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	270.45
Revenue Total:	270.45

General Ledger Distribution

Posting Date: 08/29/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND			
690-10101	Cash & Investments	-270.45	Yes
690-11530	Accts Receivable - Billing	270.45	
	690 Total:	0.00	
Fund: 999 - POOL CASH FUND			
999-10101	Pooled Cash & Investments	-270.45	
999-20700	Due To Other Funds	270.45	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01848 - Refunds 01 UBPKT01847 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
06-00818-004	TOSO, BRENDAN J	8/28/2023	90572	151.30			151.30	Generated From Billing
06-00839-002	WESALA, PAIGE M	8/28/2023	90573	179.07			179.07	Generated From Billing
15-01747-007	RODRIGUEZ, OMEL SIERRA	8/28/2023	90574	128.43			128.43	Generated From Billing
15-04355-005	CORDERO, SYLVIALEE	8/28/2023	90575	113.74			113.74	Generated From Billing
16-01990-005	LESLIE, EMILY R	8/28/2023	90576	76.80			76.80	Generated From Billing
18-02336-008	GERADS, JAKE R	8/28/2023	90577	201.98			201.98	Generated From Billing
18-02399-000	BERGERON, CINDY A	8/28/2023	90578	1,359.92			1359.92	Generated From Billing
23-03168-003	ANENSON, HAILEE J	8/28/2023	90579	171.01			171.01	Generated From Billing
23-03174-002	RICHARDS, CHRISTAL A	8/28/2023	90580	237.36			237.36	Generated From Billing
24-03468-002	DODSON, ABIGAIL	8/28/2023	90581	201.98			201.98	Generated From Billing
24-04743-015	DALTON, CODY A	8/28/2023	90582	198.40			198.40	Generated From Billing
24-04749-026	LAIRD, JACOB J	8/28/2023	90583	109.46			109.46	Generated From Billing
26-04949-006	SONG, DANIEL K	8/28/2023	90584	172.22			172.22	Generated From Billing
26-05179-004	ERICKSON, MAX C	8/28/2023	90585	201.98			201.98	Generated From Billing
26-05196-000	WILCOX, CATHY M	8/28/2023	90586	171.37			171.37	Generated From Billing
26-05200-001	KUHL, DONNA J	8/28/2023	90587	143.30			143.30	Generated From Billing
31-05025-001	BOUTAIN, ZACHARY	8/28/2023	90588	140.12			140.12	Generated From Billing
31-05041-002	NEWELL, ALEX R	8/28/2023	90589	80.18			80.18	Generated From Billing
31-05243-001	WOJCIECHOWSKI, CHEYENNE A	8/28/2023	90590	35.20			35.20	Generated From Billing
31-05248-001	MENNEN, BARB A	8/28/2023	90591	123.17			123.17	Generated From Billing
Total Refunds: 20			**Total Refunded Amount:**	4,196.99				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	4196.99
Revenue Total:	4196.99

General Ledger Distribution

Posting Date: 08/18/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND				
	690-10101	Cash & Investments	-4,196.99	Yes
	690-11530	Accts Receivable - Billing	4,196.99	
		690 Total:	0.00	

General Ledger Distribution

Posting Date: 08/18/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 999 - POOL CASH FUND				
	999-10101	Pooled Cash & Investments	-4,196.99	
	999-20700	Due To Other Funds	4,196.99	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00658 - PYPKT00940 - 2023 08 24 #17 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0000844	08/24/2023	740-4870-63650	Senior Gold BC/BS Monthly ...	BCBS Senior Gold		3,288.00
					Vendor BLUE CROSS BLUE SHIELD OF MN Total:		**3,288.00**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000840	08/24/2023	740-20150	Payroll Taxes Payable	MEDICARE		7,824.78
INTERNAL REVENUE SERVICE	INV0000840	08/24/2023	740-20150	Payroll Taxes Payable	FED W/H		29,540.55
INTERNAL REVENUE SERVICE	INV0000840	08/24/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		22,406.76
					Vendor INTERNAL REVENUE SERVICE Total:		**59,772.09**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0000845	08/24/2023	740-4870-63650	Senior Gold BC/BS Monthly ...	BCBS Medicare Blue RX		2,148.00
					Vendor MEDICAREBLUE RX Total:		**2,148.00**
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4210-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4312-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4510-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000841	08/24/2023	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
					Vendor MINNESOTA STATE RETIREMENT SYS Total:		**1,000.00**
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0000837	08/24/2023	740-24000	Clearing Account	Union Dues		3,788.00
					Vendor MINNESOTA TEAMSTERS NO. 320 Total:		**3,788.00**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0000839	08/24/2023	740-20160	State Withholding	State W/H Tax		13,188.78
					Vendor MN DPT OF REVENUE - WITHHOLDING Total:		**13,188.78**
Vendor: P E R A OF MN							
P E R A OF MN	INV0000838	08/24/2023	740-20180	PERA Payable	PERA EE/ER P&F		21,201.48
P E R A OF MN	INV0000838	08/24/2023	740-20180	PERA Payable	PERA EE/ER COORD		24,541.39
P E R A OF MN	INV0000838	08/24/2023	740-20180	PERA Payable	PERA EE/ER DEF		198.50
					Vendor P E R A OF MN Total:		**45,941.37**
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4150-61330	Life Insurance	Life Ins Premium		56.95
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4194-61330	Life Insurance	Life Ins Premium		9.35

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4210-61330	Life Insurance	Life Ins Premium		184.45
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4312-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4315-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4510-61330	Life Insurance	Life Ins Premium		28.05
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	100-4650-61330	Life Insurance	Life Ins Premium		31.45
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	610-4825-61330	Life Insurance	Life Ins Premium		36.04
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	690-4825-61330	Life Insurance	Life Ins Premium		162.35
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	740-24000	Clearing Account	Life Ins Employee		487.18
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		154.96
SUN LIFE FINANCIAL - LIFE	INV0000836	08/24/2023	820-4825-61330	Life Insurance	Life Ins Premium		9.35
						Vendor SUN LIFE FINANCIAL - LIFE Total:	**1,432.13**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000833	08/24/2023	740-24000	Clearing Account	Contributions Employee		3,761.38
						Vendor VANTAGEPOINT ICMA Total:	**3,761.38**
Vendor: WEX BANK							
WEX BANK	INV0000835	08/24/2023	740-24000	Clearing Account	HSA		284.75
WEX BANK	INV0000842	08/24/2023	100-4150-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000842	08/24/2023	100-4210-61310	Health Insurance	HSA City Contribution		1,273.00
WEX BANK	INV0000842	08/24/2023	100-4220-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000842	08/24/2023	100-4312-61310	Health Insurance	HSA City Contribution		1,127.38
WEX BANK	INV0000842	08/24/2023	100-4315-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000842	08/24/2023	610-4825-61310	Health Insurance	HSA City Contribution		665.02
WEX BANK	INV0000842	08/24/2023	680-4825-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000842	08/24/2023	690-4825-61310	Health Insurance	HSA City Contribution		867.68
WEX BANK	INV0000842	08/24/2023	820-4825-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000843	08/24/2023	100-4150-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000843	08/24/2023	100-4210-61310	Health Insurance	VEBA City Contribution		1,938.02
WEX BANK	INV0000843	08/24/2023	100-4220-61310	Health Insurance	VEBA City Contribution		1,127.38
WEX BANK	INV0000843	08/24/2023	100-4240-61310	Health Insurance	VEBA City Contribution		462.36
WEX BANK	INV0000843	08/24/2023	100-4312-61310	Health Insurance	VEBA City Contribution		1,070.34
WEX BANK	INV0000843	08/24/2023	100-4315-61310	Health Insurance	VEBA City Contribution		867.68
WEX BANK	INV0000843	08/24/2023	100-4510-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000843	08/24/2023	100-4650-61310	Health Insurance	VEBA City Contribution		867.68
WEX BANK	INV0000843	08/24/2023	680-4825-61310	Health Insurance	VEBA City Contribution		1,127.38
WEX BANK	INV0000843	08/24/2023	690-4825-61310	Health Insurance	VEBA City Contribution		2,748.66
						Vendor WEX BANK Total:	**17,435.69**
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0000847	08/24/2023	100-4670-62990	Misc. Operating Expense	WEX Administrative Fees		115.49
WEX HEALTH INC	INV0000847	08/24/2023	610-4840-62990	Misc. Operating Expense	WEX Administrative Fees		5.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX HEALTH INC	INV0000847	08/24/2023	620-4840-62990	Misc. Operating Expense	WEX Administrative Fees		12.38
WEX HEALTH INC	INV0000847	08/24/2023	680-4840-62990	Misc. Operating Expense	WEX Administrative Fees		4.13
WEX HEALTH INC	INV0000847	08/24/2023	690-4840-62990	Misc. Operating Expense	WEX Administrative Fees		44.00
						Vendor WEX HEALTH INC Total:	**181.50**
						Grand Total:	**151,936.94**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		12,337.02
610 - LIQUOR DISPENSARY		706.56
620 - WATER UTILITY FUND		53.18
680 - WASTEWATER UTILITY FUND		1,631.27
690 - ELECTRIC UTILITY FUND		3,922.69
740 - TRF HEALTH INSURANCE FUND		132,814.51
820 - GREENWOOD CEMETERY FUND		471.71
	Grand Total:	**151,936.94**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	810.64
100-4150-61330	Life Insurance	56.95
100-4150-61340	MSRS HCSP	200.00
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,211.02
100-4210-61330	Life Insurance	184.45
100-4210-61340	MSRS HCSP	100.00
100-4220-61310	Health Insurance	1,735.36
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	200.00
100-4240-61310	Health Insurance	462.36
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	2,197.72
100-4312-61330	Life Insurance	56.10
100-4312-61340	MSRS HCSP	100.00
100-4315-61310	Health Insurance	1,330.04
100-4315-61330	Life Insurance	56.10
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	202.66
100-4510-61330	Life Insurance	28.05
100-4510-61340	MSRS HCSP	100.00
100-4650-61310	Health Insurance	867.68
100-4650-61330	Life Insurance	31.45
100-4650-61340	MSRS HCSP	100.00
100-4670-62990	Misc. Operating Expense	115.49
610-4825-61310	Health Insurance	665.02
610-4825-61330	Life Insurance	36.04
610-4840-62990	Misc. Operating Expense	5.50
620-4825-61330	Life Insurance	40.80
620-4840-62990	Misc. Operating Expense	12.38
680-4825-61310	Health Insurance	1,589.74

Account Summary

Account Number	Account Name	Expense Amount
680-4825-61330	Life Insurance	37.40
680-4840-62990	Misc. Operating Expense	4.13
690-4825-61310	Health Insurance	3,616.34
690-4825-61330	Life Insurance	162.35
690-4825-61340	MSRS HCSP	100.00
690-4840-62990	Misc. Operating Expense	44.00
740-20150	Payroll Taxes Payable	59,772.09
740-20160	State Withholding	13,188.78
740-20180	PERA Payable	45,941.37
740-24000	Clearing Account	8,321.31
740-4870-63640	Life Insurance - COBRA	154.96
740-4870-63650	Senior Gold BC/BS Mont…	5,436.00
820-4825-61310	Health Insurance	462.36
820-4825-61330	Life Insurance	9.35
	Grand Total:	**151,936.94**

Project Account Summary

Project Account Key		Expense Amount
None		151,936.94
	Grand Total:	**151,936.94**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00659 - 08/23/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CITY OF T R F - ADMIN PETTY CASH							
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	100-4110-64400	Travel, Conference, School	REPLENISH PETTY CASH - W...		5.25
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	100-4315-62010	Office Supplies	REPLENISH PETTY CASH - ST...		7.20
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	100-4670-62990	Misc. Operating Expense	REPLENISH PETTY CASH - W...		3.00
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	210-4670-64400	Travel, Conference, School	REPLENISH PETTY CASH - P...		3.00
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	620-4840-62010	Office Supplies	REPLENISH PETTY CASH - ST...		16.80
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	680-4840-62010	Office Supplies	REPLENISH PETTY CASH - ST...		4.80
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH - LA...		1.74
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH - P...		3.00
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH - P...		2.22
CITY OF T R F - ADMIN PETTY..	02 26 23 - 06 12 23	08/23/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH - ST...		19.20
					Vendor CITY OF T R F - ADMIN PETTY CASH Total:		**66.21**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	12534	07/10/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		163.88
EAZY PACK N SHIP	12540	07/11/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...		18.19
EAZY PACK N SHIP	12544	07/11/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		168.42
EAZY PACK N SHIP	12578	07/17/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		171.01
EAZY PACK N SHIP	12596	07/19/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...		16.96
					Vendor EAZY PACK N SHIP Total:		**538.46**
Vendor: HOMETOWN REALTY							
HOMETOWN REALTY	R00107975	08/04/2023	210-13700	Loans Receivable - Current	REFUND - OVERPAYMENT ...		209.49
					Vendor HOMETOWN REALTY Total:		**209.49**
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	10386122	07/16/2023	100-4510-62210	Equipment Maint & Repair	Z-TURN ANALYSIS		314.76
					Vendor JOHN DEERE FINANCIAL Total:		**314.76**
Vendor: NORTHLAND TRUST SERVICES INC							
NORTHLAND TRUST SERVIC...	THIEFRIVERFALLS23A	08/16/2023	325-4750-66200	Fiscal Agent s Fees	FISCAL AGENT FEES		405.00
NORTHLAND TRUST SERVIC...	THIEFRIVERFALLS23A	08/16/2023	620-4710-66200	Fiscal Agent s Fees	FISCAL AGENT FEES		345.00
					Vendor NORTHLAND TRUST SERVICES INC Total:		**750.00**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	SEP 2023	08/23/2023	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES..		1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:		**1,400.00**
Vendor: TURNING POINT NUTRITION LLC							
TURNING POINT NUTRITION...	R00107978	08/04/2023	210-13700	Loans Receivable - Current	REFUND - OVERPAYMENT ...		104.73
					Vendor TURNING POINT NUTRITION LLC Total:		**104.73**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	SEP 2023	08/23/2023	810-4820-61500	Annuity Payments	POLICE PENSION - SEP 2023		1,061.46
						Vendor YVONNE PEDERSON Total:	**1,061.46**
						Grand Total:	**4,445.11**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		1,730.21
210 - COMM DEVELOPMENT REV LOAN FUND		317.22
325 - 2023 IMPROVEMENT BONDS		405.00
620 - WATER UTILITY FUND		865.11
680 - WASTEWATER UTILITY FUND		39.95
690 - ELECTRIC UTILITY FUND		26.16
810 - POLICE RELIEF ASSOCIATION		1,061.46
	Grand Total:	**4,445.11**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch…	5.25
100-4210-63100	Animal Control	1,400.00
100-4315-62010	Office Supplies	7.20
100-4510-62210	Equipment Maint & Repa..	314.76
100-4670-62990	Misc. Operating Expense	3.00
210-13700	Loans Receivable - Curre…	314.22
210-4670-64400	Travel, Conference, Sch…	3.00
325-4750-66200	Fiscal Agent s Fees	405.00
620-4710-66200	Fiscal Agent s Fees	345.00
620-4840-62010	Office Supplies	16.80
620-4840-62170	Field Supplies	503.31
680-4840-62010	Office Supplies	4.80
680-4840-62170	Field Supplies	35.15
690-4840-62010	Office Supplies	26.16
810-4820-61500	Annuity Payments	1,061.46
	Grand Total:	**4,445.11**

Project Account Summary

Project Account Key		Expense Amount
None		4,445.11
	Grand Total:	**4,445.11**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00663 - 08/28/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3618683	07/31/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		673.50
					Vendor ARTISAN BEER COMPANY Total:		**673.50**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107200500	08/08/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		35.00
BELLBOY CORP - BAR SUPPLY	0107200500	08/08/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - CAN COOLERS		113.04
					Vendor BELLBOY CORP - BAR SUPPLY Total:		**148.04**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0200413200	08/08/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		7,135.08
					Vendor BELLBOY CORP - LIQUOR Total:		**7,135.08**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	286740	08/09/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		946.50
					Vendor BEVERAGE WHOLESALERS INC Total:		**946.50**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	111516724	08/03/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		312.00
BREAKTHRU BEVERAGE	111565968	08/08/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,282.66
BREAKTHRU BEVERAGE	111565968	08/08/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		656.00
BREAKTHRU BEVERAGE	111565968	08/08/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		727.95
					Vendor BREAKTHRU BEVERAGE Total:		**6,978.61**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2351660	07/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		11,428.87
JOHNSON BROTHERS LIQU...	2351661	07/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		6,166.49
JOHNSON BROTHERS LIQU...	2351662	07/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		53.30
					Vendor JOHNSON BROTHERS LIQUOR Total:		**17,648.66**
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	218391-2	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		540.00
LEIGHTON BROADCASTING	218392-2	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		432.00
LEIGHTON BROADCASTING	219760-1	08/01/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		600.00
LEIGHTON BROADCASTING	219761-1	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		480.00
					Vendor LEIGHTON BROADCASTING Total:		**2,052.00**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM...	62378	08/04/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		188.50
NORTHWOODS ICE OF BEM...	63037	07/26/2023	610-4810-62590	Misc. Mdse for Resale	purchase - ice		409.50
NORTHWOODS ICE OF BEM...	63065	07/31/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		263.25
					Vendor NORTHWOODS ICE OF BEMIDJI INC Total:		**861.25**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6633416	07/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		12,726.96
PHILLIPS WINE & SPIRITS	6633417	07/31/2023	610-4810-62530	Wine for Resale	PURCHASE - LIQUOR		715.50
PHILLIPS WINE & SPIRITS	6633417	07/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,966.25
PHILLIPS WINE & SPIRITS	6633418	07/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		37.80
PHILLIPS WINE & SPIRITS	6633419	07/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,720.00
						Vendor PHILLIPS WINE & SPIRITS Total:	**22,166.51**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2372623	07/27/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		216.00
SOUTHERN GLAZERS OF MN	2373767	07/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,507.00
SOUTHERN GLAZERS OF MN	2376202	08/08/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		9,186.18
SOUTHERN GLAZERS OF MN	2376202	08/08/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		347.28
SOUTHERN GLAZERS OF MN	2376202	08/08/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		230.00
SOUTHERN GLAZERS OF MN	5100645	07/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		449.95
						Vendor SOUTHERN GLAZERS OF MN Total:	**11,936.41**
Vendor: T R F RADIO							
T R F RADIO	32934-8	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		550.00
T R F RADIO	34362-1	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - SU...		750.00
						Vendor T R F RADIO Total:	**1,300.00**
						Grand Total:	**71,846.56**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		71,846.56
	Grand Total:	**71,846.56**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	54,964.70
610-4810-62520	Beer for Resale	1,620.00
610-4810-62530	Wine for Resale	9,851.52
610-4810-62540	Soft Drinks/Mix for Resa...	1,084.05
610-4810-62590	Misc. Mdse for Resale	974.29
610-4880-63490	Advertising	3,352.00
	Grand Total:	**71,846.56**

Project Account Summary

Project Account Key		Expense Amount
None		71,846.56
	Grand Total:	**71,846.56**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00664 - 08/29/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	08 19 23 STMT	08/19/2023	100-4194-62990	Misc. Operating Expense	08/19/23 STMT - CLEANING...		68.80
CAPITAL ONE	08 19 23 STMT	08/19/2023	100-4210-62990	Misc. Operating Expense	08/19/23 STMT - SUPPLIES ...		138.69
CAPITAL ONE	08 19 23 STMT	08/19/2023	100-4210-62990	Misc. Operating Expense	08/19/23 STMT -		15.35
CAPITAL ONE	08 19 23 STMT	08/19/2023	100-4550-62990	Misc. Operating Expense	08/19/23 STMT - CLEANING...		70.00
CAPITAL ONE	08 19 23 STMT	08/19/2023	100-4560-62990	Misc. Operating Expense	08/19/23 STMT - CLEANING...		60.00
CAPITAL ONE	08 19 23 STMT	08/19/2023	690-4840-62990	Misc. Operating Expense	08/19/23 STMT - CLEANING...		15.13
						Vendor CAPITAL ONE Total:	**367.97**
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4150-64400	Travel, Conference, School	JUL/AUG STMT - AIRFARE / ...		218.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4210-63020	Computer Maintenance & li...	JUL/AUG STMT - BODY CAM...		164.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4210-63320	Training Expense	JUL/AUG STMT - NARCOTICS..		375.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4240-64400	Travel, Conference, School	JUL/AUG STMT - REG FEE / ...		45.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4312-62400	Small Tools and Minor Equip	JUL/AUG STMT - 8 1/2' SUP...		3,875.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4312-64370	Taxes and Licenses	JUL/AUG STMT - BOILER LIC...		20.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4315-62010	Office Supplies	JUL/AUG STMT - SUBSCRIPT...		13.49
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4315-62210	Equipment Maint & Repair	JUL/AUG STMT - REFUND C...		-433.74
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4510-63033	Music in the Park	JUL/AUG STMT - LODGING /...		107.68
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4510-63033	Music in the Park	JUL/AUG STMT - LODGING /...		107.68
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4510-63033	Music in the Park	JUL/AUG STMT - LODGING /...		109.88
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4510-63033	Music in the Park	JUL/AUG STMT - LODGING /...		107.68
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4510-64400	Travel, Conference, School	JUL/AUG STMT - REG FEE / ...		50.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4670-62990	Misc. Operating Expense	JUL/AUG STMT - GROCERIES...		63.29
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4670-62990	Misc. Operating Expense	JUL/AUG STMT - GROCERIES...		63.29
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	100-4670-62990	Misc. Operating Expense	JUL/AUG STMT - GROCERIES...		81.40
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	620-4840-62010	Office Supplies	JUL/AUG STMT - SUBSCRIPT...		31.48
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	680-4840-62010	Office Supplies	JUL/AUG STMT - SUBSCRIPT...		9.00
ELAN FINANCIAL SERVICES	07/19 - 08/17/23 STMT	08/29/2023	690-4840-62010	Office Supplies	JUL/AUG STMT - SUBSCRIPT...		35.98
						Vendor ELAN FINANCIAL SERVICES Total:	**5,044.11**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	46017254	08/28/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		355.45
						Vendor PEPSI BEVERAGES COMPANY Total:	**355.45**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	22022	07/25/2023	690-4890-63590	Printing & Publications	GRILL - NIGHT TO UNITE EV...		157.06
						Vendor RED LAKE ELECTRIC COOP INC Total:	**157.06**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	SEP 2024	08/29/2023	100-4315-62010	Office Supplies	POSTAGE - SEP 2023 UTILITY..		291.65
U S POSTMASTER	SEP 2024	08/29/2023	620-4840-62010	Office Supplies	POSTAGE - SEP 2023 UTILITY..		680.51
U S POSTMASTER	SEP 2024	08/29/2023	680-4840-62010	Office Supplies	POSTAGE - SEP 2023 UTILITY..		194.43
U S POSTMASTER	SEP 2024	08/29/2023	690-4840-62010	Office Supplies	POSTAGE - SEP 2023 UTILITY..		777.72
						Vendor U S POSTMASTER Total:	**1,944.31**
						Grand Total:	**7,868.90**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		5,612.14
610 - LIQUOR DISPENSARY		355.45
620 - WATER UTILITY FUND		711.99
680 - WASTEWATER UTILITY FUND		203.43
690 - ELECTRIC UTILITY FUND		985.89
	Grand Total:	**7,868.90**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64400	Travel, Conference, Sch...	218.00
100-4194-62990	Misc. Operating Expense	68.80
100-4210-62990	Misc. Operating Expense	154.04
100-4210-63020	Computer Maintenance...	164.00
100-4210-63320	Training Expense	375.00
100-4240-64400	Travel, Conference, Sch...	45.00
100-4312-62400	Small Tools and Minor E...	3,875.00
100-4312-64370	Taxes and Licenses	20.00
100-4315-62010	Office Supplies	305.14
100-4315-62210	Equipment Maint & Repa..	-433.74
100-4510-63033	Music in the Park	432.92
100-4510-64400	Travel, Conference, Sch...	50.00
100-4550-62990	Misc. Operating Expense	70.00
100-4560-62990	Misc. Operating Expense	60.00
100-4670-62990	Misc. Operating Expense	207.98
610-4810-62540	Soft Drinks/Mix for Resa...	355.45
620-4840-62010	Office Supplies	711.99
680-4840-62010	Office Supplies	203.43
690-4840-62010	Office Supplies	813.70
690-4840-62990	Misc. Operating Expense	15.13
690-4890-63590	Printing & Publications	157.06
	Grand Total:	**7,868.90**

Project Account Summary

Project Account Key		Expense Amount
None		7,868.90
	Grand Total:	**7,868.90**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00665 - 09/05/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC							
ADVANCED ENGINEERING ...	88857	08/08/2023	680-4890-63110	Consulting Fees	PROF SRVCS - JUL CONSULT...		1,448.51
					Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC Total:		**1,448.51**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3621655	08/14/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		299.95
					Vendor ARTISAN BEER COMPANY Total:		**299.95**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9634461	07/27/2023	100-4312-62210	Equipment Maint & Repair	MINI LAMPS - #5604		15.98
AUTO VALUE T R F	9634547	07/27/2023	100-4312-62210	Equipment Maint & Repair	RETURN CREDIT - OIL FILTE...		-10.69
AUTO VALUE T R F	9634996	07/31/2023	100-4312-62210	Equipment Maint & Repair	FILTERS - FUEL / OIL		36.01
AUTO VALUE T R F	9635914	08/07/2023	680-4850-62210	Equipment Maint & Repair	FUSE - POND SPRAYER		10.48
AUTO VALUE T R F	9635947	08/07/2023	680-4850-62210	Equipment Maint & Repair	CIGARETTE PLUG - POND SP...		3.99
AUTO VALUE T R F	9635963	08/07/2023	680-4850-62210	Equipment Maint & Repair	OIL - CAT GENERATOR		12.45
AUTO VALUE T R F	9636048	08/07/2023	100-4312-62210	Equipment Maint & Repair	WIRE		18.99
AUTO VALUE T R F	9636975	08/14/2023	100-4510-62210	Equipment Maint & Repair	OIL FILTERS		6.61
AUTO VALUE T R F	9637877	08/21/2023	100-4312-62240	Department Maint & Repair	SHOP SUPPLIES		225.34
AUTO VALUE T R F	9638506	08/25/2023	620-4840-62990	Misc. Operating Expense	SOCKET / PLUG - DIST SHOP		37.96
AUTO VALUE T R F	9638562	08/25/2023	680-4850-62210	Equipment Maint & Repair	FUSEHOLDER - '22 CHEVY		11.98
					Vendor AUTO VALUE T R F Total:		**369.10**
Vendor: BAYCOM INC							
BAYCOM INC	EQUIPINV-045058	08/04/2023	100-4210-62400	Small Tools and Minor Equip	BODY CAMS		1,690.00
BAYCOM INC	EQUIPINV-045058	08/04/2023	100-4210-63020	Computer Maintenance & li...	BODY CAMS SOFTWARE & ...		690.00
					Vendor BAYCOM INC Total:		**2,380.00**
Vendor: BIG JOHNS MUFFLER INC							
BIG JOHNS MUFFLER INC	08 24 23	08/24/2023	100-4312-62210	Equipment Maint & Repair	EXHAUST PIPE - #5515		149.63
					Vendor BIG JOHNS MUFFLER INC Total:		**149.63**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	803176	08/28/2023	100-4670-62990	Misc. Operating Expense	FLEX FEE - AUG 2023		180.00
					Vendor BRADY MARTZ & ASSOC PC INC Total:		**180.00**
Vendor: BRADY MEUNIER							
BRADY MEUNIER	REIMB 08 16 23	08/16/2023	100-4210-62120	Gas-Oil-Lube	REIMBURSE - FUEL PURCHA...		40.53
					Vendor BRADY MEUNIER Total:		**40.53**
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	REIMB 08 23 23	08/23/2023	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS / MM...		65.14

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BRIAN JACOBSON	REIMB 08 23 23	08/23/2023	690-4890-64400	Travel, Conference, School	REIMBURSE - FUEL PURCHA...		69.00
						Vendor BRIAN JACOBSON Total:	**134.14**
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	66179	08/08/2023	100-4312-62230	Building Maint & Repair	A/C CAPACITOR		28.00
						Vendor BRODIN SHEET METAL INC Total:	**28.00**
Vendor: CIDER MILL							
CIDER MILL	072	09/05/2023	100-4510-62240	Department Maint & Repair	2023 ANNUAL FLOWERS		3,760.00
CIDER MILL	1123	08/29/2023	100-4510-62240	Department Maint & Repair	PERENNIALS / MULCH - GAZ...		380.00
						Vendor CIDER MILL Total:	**4,140.00**
Vendor: CITY OF T R F - POLICE DPT PETTY CASH							
CITY OF T R F - POLICE DPT ...	08 29 23	08/29/2023	100-4210-62010	Office Supplies	REIMBURSE PETTY CASH FU...		73.08
						Vendor CITY OF T R F - POLICE DPT PETTY CASH Total:	**73.08**
Vendor: COALITION OF GREATER MN CITIES							
COALITION OF GREATER MN...	07 26 23	08/17/2023	100-4110-64400	Travel, Conference, School	REG FEE - 2023 CGMC SU...		175.00
COALITION OF GREATER MN...	07 26 23	08/17/2023	100-4110-64400	Travel, Conference, School	REG FEE - 2023 CGMC SU...		175.00
COALITION OF GREATER MN...	07 26 23	08/17/2023	100-4110-64400	Travel, Conference, School	REG FEES (4)- 2023 CGMC S...		175.00
COALITION OF GREATER MN...	07 26 23	08/17/2023	100-4150-64400	Travel, Conference, School	REG FEE - 2023 CGMC SU...		175.00
						Vendor COALITION OF GREATER MN CITIES Total:	**700.00**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	T359922	08/09/2023	620-4850-62290	Water Meter Maintenance	MATERIALS - METER SERVICE		9.36
CORE & MAIN LP	T372688	08/11/2023	545-4680-65900	Work in Process-Constructi...	METER PROJECT		24,840.00
CORE & MAIN LP	T422939	08/22/2023	545-4680-65900	Work in Process-Constructi...	METER PROJECT		1,862.00
CORE & MAIN LP	T433957	08/21/2023	620-4850-62290	Water Meter Maintenance	MATERIALS - METER REPAIR		8.23
CORE & MAIN LP	T442928	08/24/2023	545-4680-65900	Work in Process-Constructi...	METER PROJECT		48,628.80
						Vendor CORE & MAIN LP Total:	**75,348.39**
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S102862592.002	07/31/2023	620-4850-62230	Building Maint & Repair	LUG - HIGH SERVICE PUMP ...		127.69
DAKOTA SUPPLY GROUP	S102932583.001	07/26/2023	620-4850-62220	Plant Equip Maint & Repair	LUG - HIGH SERVICE PUMP ...		25.36
DAKOTA SUPPLY GROUP	S102932583.002	08/14/2023	620-4850-62220	Plant Equip Maint & Repair	LUG - HIGH SERVICE PUMP ...		18.48
DAKOTA SUPPLY GROUP	S102955586.001	08/03/2023	690-14100	Inventory - Materials	INVENTORY		289.27
DAKOTA SUPPLY GROUP	S102956556.001	08/03/2023	690-14100	Inventory - Materials	INVENTORY		164.25
DAKOTA SUPPLY GROUP	S102980426.001	08/14/2023	690-14100	Inventory - Materials	INVENTORY - PVC		73.59
DAKOTA SUPPLY GROUP	S102986266.001	08/15/2023	610-4850-62230	Building Maint & Repair	CEILING FAN		97.69
DAKOTA SUPPLY GROUP	S103007194.001	08/21/2023	690-14100	Inventory - Materials	INVENTORY		683.19
DAKOTA SUPPLY GROUP	S103010986.001	08/23/2023	690-14100	Inventory - Materials	MISC INVENTORY		991.19
						Vendor DAKOTA SUPPLY GROUP Total:	**2,470.71**
Vendor: DLT SOLUTIONS LLC							
DLT SOLUTIONS LLC	5194246A	08/09/2023	100-4650-63020	Computer Maintenance & li...	AUTOCAD RENEWAL - NORM		4,312.30
DLT SOLUTIONS LLC	5194246A	08/09/2023	690-4890-63020	Computer Maintenance & li...	AUTOCAD RENEWAL - LYNN		1,281.90
						Vendor DLT SOLUTIONS LLC Total:	**5,594.20**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DORSEY AND WHITNEY LLP							
DORSEY AND WHITNEY LLP	3901302	08/15/2023	590-4680-65940	Work in Progress - Legal/Mi...	SHARE OF LEGAL FEES		6,890.00
DORSEY AND WHITNEY LLP	3901302	08/15/2023	620-4710-66200	Fiscal Agent s Fees	SHARE OF LEGAL FEES		6,110.00
						Vendor DORSEY AND WHITNEY LLP Total:	**13,000.00**
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	07 21 23	07/21/2023	610-4840-62140	Off Sale Supplies	BAGS		1,455.80
						Vendor DWIGHT TANGQUIST Total:	**1,455.80**
Vendor: EHLERS COMPANIES							
EHLERS COMPANIES	95069	08/09/2023	870-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.07
EHLERS COMPANIES	95069	08/09/2023	890-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
EHLERS COMPANIES	95069	08/09/2023	920-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.07
EHLERS COMPANIES	95069	08/09/2023	940-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
EHLERS COMPANIES	95069	08/09/2023	950-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
EHLERS COMPANIES	95069	08/09/2023	960-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
EHLERS COMPANIES	95069	08/09/2023	970-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
EHLERS COMPANIES	95069	08/09/2023	980-4670-62990	Misc. Operating Expense	2022 PREPARATION / SUBM...		944.06
						Vendor EHLERS COMPANIES Total:	**7,552.50**
Vendor: ENNIS-FLINT INC							
ENNIS-FLINT INC	276586	08/14/2023	680-4850-62200	System Expense	MANHOLE ADJUSTING RINGS		1,662.16
						Vendor ENNIS-FLINT INC Total:	**1,662.16**
Vendor: ERIC DALQUIST							
ERIC DALQUIST	04 14 23	04/14/2023	100-4210-62990	Misc. Operating Expense	REFUND TOWING FEE		219.00
						Vendor ERIC DALQUIST Total:	**219.00**
Vendor: FLAGSHIP RECREATION							
FLAGSHIP RECREATION	f21350	06/23/2023	100-4510-62240	Department Maint & Repair	2 - 6' MEMORIAL BENCHES /...		4,954.00
						Vendor FLAGSHIP RECREATION Total:	**4,954.00**
Vendor: GRAINGER INC							
GRAINGER INC	9792243470	08/03/2023	620-4850-62230	Building Maint & Repair	AIR FILTERS - WTP HVAC		72.84
						Vendor GRAINGER INC Total:	**72.84**
Vendor: H & S CONSTRUCTION OF TRF INC							
H & S CONSTRUCTION OF T...	1608	08/17/2023	680-4850-62230	Building Maint & Repair	FOUNDATION WALL- LIFT #9..		18,870.00
						Vendor H & S CONSTRUCTION OF TRF INC Total:	**18,870.00**
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200545092	08/08/2023	100-4650-64481	FEMA	FEMA - RED ROBE & ELKS P...		345.00
HDR ENGINEERING INC - CH...	1200545093	08/08/2023	690-4890-63110	Consulting Fees	DAM RELICENSING		1,620.00
						Vendor HDR ENGINEERING INC - CHICAGO Total:	**1,965.00**
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8820375476	07/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - JUL 2...		778.88
						Vendor IHEARTMEDIA Total:	**778.88**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT…	SO-4204066	08/18/2023	100-4670-62010	Office Supplies	PENS		75.86
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**75.86**
Vendor: J & R WASTEWATER INC							
J & R WASTEWATER INC	956	08/10/2023	620-4850-62200	System Expense	CLEANING / EXERCISING W…		3,045.00
					Vendor J & R WASTEWATER INC Total:		**3,045.00**
Vendor: JOANNE OLSON							
JOANNE OLSON	REIMB 08 23 23	08/23/2023	100-4150-64400	Travel, Conference, School	REIMBURSE - MEALS / DIGI…		81.14
JOANNE OLSON	REIMB 08 23 23	08/23/2023	100-4150-64400	Travel, Conference, School	REIMBURSE - MILEAGE / TRF..		5.24
					Vendor JOANNE OLSON Total:		**86.38**
Vendor: JOHN KINSMAN							
JOHN KINSMAN	REIMB 08 23 23	08/23/2023	690-4890-64400	Travel, Conference, School	REIMBURSE - MILEAGE / M…		319.64
JOHN KINSMAN	REIMB 08 23 23	08/23/2023	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS / MM…		144.37
					Vendor JOHN KINSMAN Total:		**464.01**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU…	2361191	08/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		11,304.67
JOHNSON BROTHERS LIQU…	2361192	08/14/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		4,802.00
JOHNSON BROTHERS LIQU…	2361193	08/14/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		135.00
JOHNSON BROTHERS LIQU…	2361194	08/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		32.00
					Vendor JOHNSON BROTHERS LIQUOR Total:		**16,273.67**
Vendor: JON ERICKSON							
JON ERICKSON	REIMB 08 01 23	08/01/2023	100-4210-62990	Misc. Operating Expense	REIMBURSE - KETCHUP PUR…		17.96
					Vendor JON ERICKSON Total:		**17.96**
Vendor: LOCATORS & SUPPLIES INC							
LOCATORS & SUPPLIES INC	0308979-IN	08/04/2023	100-4312-62880	Personal Protective Equipm…	FIRST AID KITS / CABINET		355.81
LOCATORS & SUPPLIES INC	0308979-IN	08/04/2023	100-4315-62880	Personal Protective Equipm…	FIRST AID KITS		83.43
LOCATORS & SUPPLIES INC	0308979-IN	08/04/2023	100-4510-62880	Personal Protective Equipm…	FIRST AID KITS / CABINETS		355.81
					Vendor LOCATORS & SUPPLIES INC Total:		**795.05**
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC…	INV11492599	08/07/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - AUG 2…		80.16
MARCO TECHNOLOGIES LLC…	INV11565420	08/28/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - AUG 2…		74.07
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:		**154.23**
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE…	4630	08/10/2023	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR - #5420		41.99
					Vendor MIKES AUTOMOTIVE CENTER INC Total:		**41.99**
Vendor: MIRACLE EXPRESS INC							
MIRACLE EXPRESS INC	977700	08/04/2023	690-4850-62350	Power Plant/Dam Maint	SHIPPING CHARGES - RETU…		356.92
					Vendor MIRACLE EXPRESS INC Total:		**356.92**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	3RD QTR 2023	08/29/2023	620-4890-64370	Taxes and Licenses	3RD QTR 2023 ENDING 09/...		8,512.00
						Vendor MN DPT OF HEALTH Total:	**8,512.00**
Vendor: MN DPT OF TRANSPORTATION							
MN DPT OF TRANSPORTATI...	754862	08/09/2023	100-4312-63030	Contracts Expense	LATEX STRIPPING		4,251.00
						Vendor MN DPT OF TRANSPORTATION Total:	**4,251.00**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	3678	07/13/2023	100-4192-63020	Computer Maintenance & li...	OFFICE 365 - GOV PLANNING		250.00
MORRIS ELECTRONICS INC	3757	07/19/2023	100-4192-63020	Computer Maintenance & li...	OFFICE 365 - GOV TENANT		125.00
MORRIS ELECTRONICS INC	3879	07/27/2023	100-4192-63020	Computer Maintenance & li...	SERVICE		125.00
						Vendor MORRIS ELECTRONICS INC Total:	**500.00**
Vendor: N F P A							
N F P A	8568922Y	08/08/2023	100-4220-63590	Printing & Publications	MATERIALS - FIRE PREVENT...		396.50
						Vendor N F P A Total:	**396.50**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT143326	08/09/2023	100-4312-62210	Equipment Maint & Repair	FITTINGS - SKID STEER		71.74
NELSON EQUIPMENT OF T R...	CT143721	08/18/2023	100-4510-62210	Equipment Maint & Repair	BUSHING - #5420		7.72
						Vendor NELSON EQUIPMENT OF T R F INC Total:	**79.46**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6641006	08/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,346.40
PHILLIPS WINE & SPIRITS	6641007	08/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		268.50
PHILLIPS WINE & SPIRITS	6641007	08/14/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,291.00
PHILLIPS WINE & SPIRITS	6641008	08/14/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		240.00
						Vendor PHILLIPS WINE & SPIRITS Total:	**7,145.90**
Vendor: PUBLIC SAFETY EQUIPMENT LLC							
PUBLIC SAFETY EQUIPMENT...	9756	08/11/2023	100-4210-62990	Misc. Operating Expense	CALIBRATE - RADAR / LASER		165.00
						Vendor PUBLIC SAFETY EQUIPMENT LLC Total:	**165.00**
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	131774	08/16/2023	100-4510-62240	Department Maint & Repair	CHEMICALS		313.19
						Vendor QUALITY FARM SUPPLY INC Total:	**313.19**
Vendor: SANFORD HEALTH							
SANFORD HEALTH	318722238	08/06/2023	100-4210-63120	Lab Tests	BLOOD DRAWS (4)		252.00
						Vendor SANFORD HEALTH Total:	**252.00**
Vendor: SCAN AIR FILTER INC							
SCAN AIR FILTER INC	159322	08/11/2023	100-4194-62230	Building Maint & Repair	FILTERS - HEAT PUMP		405.10
						Vendor SCAN AIR FILTER INC Total:	**405.10**
Vendor: SEH							
SEH	450440	08/16/2023	620-4890-63110	Consulting Fees	WATER METERING		314.75
						Vendor SEH Total:	**314.75**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SHOAN J NELSON							
SHOAN J NELSON	208240	08/21/2023	620-4850-62230	Building Maint & Repair	CYLINDERS / KNOBS / LEVER...		7,620.00
					Vendor SHOAN J NELSON Total:		**7,620.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		82.05
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		225.00
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	100-4220-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		49.95
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	100-4312-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		56.95
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	100-4510-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		104.50
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	610-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		56.95
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	620-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		25.99
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	620-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		49.95
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		85.50
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		475.00
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		142.50
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		142.50
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - SEP 20...		35.05
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		42.95
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		225.00
SJOBERG'S CABLE TV	SEP 2023	08/30/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - SEP 20...		49.95
					Vendor SJOBERG'S CABLE TV Total:		**1,849.79**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	398661	08/26/2023	690-4850-62350	Power Plant/Dam Maint	TOILET SEAT		25.22
					Vendor ST HILAIRE SUPPLY COMPANY Total:		**25.22**
Vendor: STATION 59							
STATION 59	1013066	07/07/2023	100-4210-62990	Misc. Operating Expense	CAR WASHES		100.00
					Vendor STATION 59 Total:		**100.00**
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	2558	08/25/2023	690-4890-63030	Contracts Expense	FIRE ALARM MONITORING -...		19.50
					Vendor STEVEN O KVASAGER Total:		**19.50**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013326039.002	08/04/2023	690-14100	Inventory - Materials	INVENTORY - 5.3 PT JUNCTI...		818.49
STUART C IRBY CO	S013657545.001	08/02/2023	690-14100	Inventory - Materials	INVENTORY - TAP CONN		868.51
					Vendor STUART C IRBY CO Total:		**1,687.00**
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	08 20 23	08/20/2023	100-4312-62280	Salt & Gravel Expense	SAND		1,938.00
					Vendor THYGESON CONSTRUCTION Total:		**1,938.00**
Vendor: TRI VALLEY OPPORTUNITY COUNCIL							
TRI VALLEY OPPORTUNITY ...	15025	08/09/2023	100-4670-62990	Misc. Operating Expense	SHUTTLES - 07/26 & 07/27/...		1,215.50
					Vendor TRI VALLEY OPPORTUNITY COUNCIL Total:		**1,215.50**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WADE ALAN COTA							
WADE ALAN COTA	494239	08/13/2023	100-4240-63030	Contracts Expense	GLASS WIPES / PAPER TOW…		872.00
					Vendor WADE ALAN COTA Total:		**872.00**
Vendor: WAYNE JOHNSON							
WAYNE JOHNSON	REIMB 08 09 23	08/09/2023	680-4890-64400	Travel, Conference, School	REIMBURSE		58.31
WAYNE JOHNSON	REIMB 08 09 23	08/09/2023	680-4890-64400	Travel, Conference, School	REIMBURSE - MEAL EXPENS…		13.70
WAYNE JOHNSON	REIMB 08 09 23	08/09/2023	680-4890-64400	Travel, Conference, School	REIMBURSE - FUEL PURCHA…		100.00
					Vendor WAYNE JOHNSON Total:		**172.01**
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF …	23073	07/17/2023	100-4210-62210	Equipment Maint & Repair	TRANSFER CASE REPAIR - 2…		170.16
					Vendor WESTSIDE MOTORS OF TRF INC Total:		**170.16**
					Grand Total:		**203,201.57**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	30,007.38
545 - WATER METER PROJECT	75,330.80
590 - 2023 ST AND UTILITY PROJECT	6,890.00
610 - LIQUOR DISPENSARY	26,108.84
620 - WATER UTILITY FUND	25,977.61
680 - WASTEWATER UTILITY FUND	22,752.08
690 - ELECTRIC UTILITY FUND	8,582.36
870 - TIF 1-13 DIGI-KEY	944.07
890 - TIF 1-11 RIVER POINTE TOWNHOME	944.06
920 - TIF 1-3 SHERWOOD PARK TWNHMS	944.07
940 - TIF 1-5 WENDT DRIVE	944.06
950 - TIF 1-6 SUNRISE COURT	944.06
960 - TIF 1-7 ELEMENTARY ADDN	944.06
970 - TIF 1-8 WHEATLAND ESTATES	944.06
980 - TIF 1-9 RIVERFALLS ESTATES	944.06
Grand Total:	**203,201.57**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch…	525.00
100-4150-64400	Travel, Conference, Sch…	261.38
100-4192-63020	Computer Maintenance…	807.05
100-4194-62230	Building Maint & Repair	405.10
100-4210-62010	Office Supplies	73.08
100-4210-62120	Gas-Oil-Lube	40.53
100-4210-62210	Equipment Maint & Repa..	170.16
100-4210-62400	Small Tools and Minor E…	1,690.00
100-4210-62990	Misc. Operating Expense	501.96
100-4210-63020	Computer Maintenance…	690.00
100-4210-63120	Lab Tests	252.00
100-4220-63020	Computer Maintenance…	49.95
100-4220-63590	Printing & Publications	396.50
100-4240-63030	Contracts Expense	872.00
100-4312-62210	Equipment Maint & Repa..	281.66
100-4312-62230	Building Maint & Repair	28.00
100-4312-62240	Department Maint & Re…	225.34
100-4312-62280	Salt & Gravel Expense	1,938.00
100-4312-62880	Personal Protective Equi…	355.81
100-4312-63020	Computer Maintenance…	56.95
100-4312-63030	Contracts Expense	4,251.00
100-4315-62880	Personal Protective Equi…	83.43
100-4510-62210	Equipment Maint & Repa..	56.32

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62240	Department Maint & Re…	9,407.19
100-4510-62880	Personal Protective Equi…	355.81
100-4510-63210	Communication Expense	104.50
100-4650-63020	Computer Maintenance…	4,312.30
100-4650-64481	FEMA	345.00
100-4670-62010	Office Supplies	75.86
100-4670-62990	Misc. Operating Expense	1,395.50
545-4680-65900	Work in Process-Constru…	75,330.80
590-4680-65940	Work in Progress - Legal…	6,890.00
610-4810-62510	Liquor for Resale	16,919.57
610-4810-62520	Beer for Resale	434.95
610-4810-62530	Wine for Resale	6,333.00
610-4810-62540	Soft Drinks/Mix for Resa…	32.00
610-4840-62140	Off Sale Supplies	1,455.80
610-4850-62230	Building Maint & Repair	97.69
610-4880-63490	Advertising	778.88
610-4890-63020	Computer Maintenance…	56.95
620-4710-66200	Fiscal Agent s Fees	6,110.00
620-4830-63210	Communication Expense	25.99
620-4840-62990	Misc. Operating Expense	37.96
620-4850-62200	System Expense	3,045.00
620-4850-62220	Plant Equip Maint & Rep…	43.84
620-4850-62230	Building Maint & Repair	7,820.53
620-4850-62290	Water Meter Maintenan…	17.59
620-4890-63020	Computer Maintenance…	49.95
620-4890-63110	Consulting Fees	314.75
620-4890-64370	Taxes and Licenses	8,512.00
680-4830-63210	Communication Expense	560.50
680-4850-62200	System Expense	1,662.16
680-4850-62210	Equipment Maint & Repa..	38.90
680-4850-62230	Building Maint & Repair	18,870.00
680-4890-63110	Consulting Fees	1,448.51
680-4890-64400	Travel, Conference, Sch…	172.01
690-14100	Inventory - Materials	3,888.49
690-4830-63210	Communication Expense	320.05
690-4850-62350	Power Plant/Dam Maint	382.14
690-4890-63020	Computer Maintenance…	1,599.80
690-4890-63030	Contracts Expense	173.73
690-4890-63110	Consulting Fees	1,620.00
690-4890-64400	Travel, Conference, Sch…	598.15
870-4670-62990	Misc. Operating Expense	944.07
890-4670-62990	Misc. Operating Expense	944.06

Account Summary

Account Number	Account Name	Expense Amount
920-4670-62990	Misc. Operating Expense	944.07
940-4670-62990	Misc. Operating Expense	944.06
950-4670-62990	Misc. Operating Expense	944.06
960-4670-62990	Misc. Operating Expense	944.06
970-4670-62990	Misc. Operating Expense	944.06
980-4670-62990	Misc. Operating Expense	944.06
	Grand Total:	**203,201.57**

Project Account Summary

Project Account Key		Expense Amount
None		203,201.57
	Grand Total:	**203,201.57**

City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 9/5/2023

SUBJECT: #8.1 Approve the purchase of a used DS75 3 station folder / inserter with OMR reader

RECOMMENDATION: It respectfully requested to consider the City Council consider the following:

MOTION TO: Approve the purchase of a used DS75 3 station folder / inserter with OMR reader from Dakota Business Solutions in the amount of $6,495.00 which includes 2 years free maintenance for the Utility Billing Office.

BACKGROUND: The City of Thief River Falls' Utility Billing Office has over 5,000 accounts of which approximately 3,800 bills are mailed monthly. This process is done in-house and is in need of a newer machine to complete the task.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

ORDINANCE NO. 129, 3rd SERIES

An Ordinance Creating Chapter 114 “Cannabis” And Section 114.01 “Use Of Cannabis In Public”, In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

The City Council of the City of Thief River Falls does hereby ordain:

Chapter 114 Cannabis

Section 114.01 Use of Cannabis in Public Places.

Subd. 1. It is unlawful to use or consume cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. Section 342.01, in public places anywhere in the City.

(1) City parks, City streets, avenues, roadways, alleys, sidewalks and any private parking lots to which the public has access, except where permission has specifically been granted or licensed by the Council;

(2) City public property; or

Subd. 2. As used in this Section, public places include all areas contained within the City boundaries, except the following:

A. Private residences, including the curtilage and yard; and

B. Private property not generally accessible by the public, unless a person is explicitly prohibited from using or consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products on the property by the owner of the property; and

C. The premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower potency hemp edibles or hemp-derived consumer products.

Subd. 3. Violation of this Section is a petty misdemeanor as defined by Minnesota law.

Subd. 4. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Subd. 5. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed and adopted this ___ day of September 2023.

Approved this ____ day of September.

____
Brian Holmer, Mayor

____
Angela Phillip, City Administrator

First Reading: September ___, 2023.
Second Reading: September ___, 2023.

City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
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email: @citytrf.net
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Request for Council Action

DATE: 9/5/2023

SUBJECT: #8.3 Replace the R-22 Ice Plant with Co2 Ice Plant to service both the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center.

RECOMMENDATION: It is respectfully requested that the Thief River Falls City Council consider the following:

MOTION TO: To accept the scope of work quoted by CIMCO Refrigeration.

BACKGROUND: The current ice plant is at the end of it’s useful life. The current refrigerant R-22 has a high Global Warming Potential and is no longer manufactured for use in the U.S. The life expectancy for this current model of Ice Plant is 20 to 25 years.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The quote from CIMCO as arranged thru the bidding process from Sourcewell is listed at $3,225,000 and would be bonded.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Collins, Executive Director, VenuWorks of TRF, LLC

ATTACHMENTS:

1.	Cimco proposal_001

Refrigeration Upgrades Proposal City of Thief River Falls-Venuworks-Ralph Englestad Arena and Huck Olson

Prepared By:
Drew Perryman
CIMCO Refrigeration Inc.
dperryman@toromont.com

Prepared For:
Travis Collins
Executive Director
Ralph Englestad Arena and Huck Olson Memorial Civic Center
tcollins@venueworks.com

August 14th, 202

CIMCO is pleased to provide pricing to replace the existing R22 package at the Ralph Englestad Arena with a new 250TR Co2/ Glycol package which will be capable of eventually tying into the Huck Olsen Memorial Civic Center system

Toromont Industries Ltd. operates through two business segments: The Equipment Group and CIMCO. The Equipment Group includes one of the larger Caterpillar dealerships by revenue and geographic territory. In addition, the Group includes industry leading rental operations, a complementary material handling business and an agricultural equipment business. CIMCO is a market leader in the design, engineering, fabrication and installation of industrial and recreational refrigeration systems. Both segments offer comprehensive product support capabilities.

About CIMCO:

CIMCO Refrigeration is North America's largest supplier of thermal solutions, providing full-service capabilities including design, engineering, installation and after-market service. CIMCO operates through 29 locations across Canada and the United States.

Why CIMCO

CIMCO Refrigeration, Inc. has been in operation since 1913 and is part of Toromont Industries Refrigeration Group. Toromont Industries Ltd. is a public company with approximately 4,000 employees across North America. As part of the Toromont family, you are assured of the financial stability of CIMCO and our long-term presence in the refrigeration market.

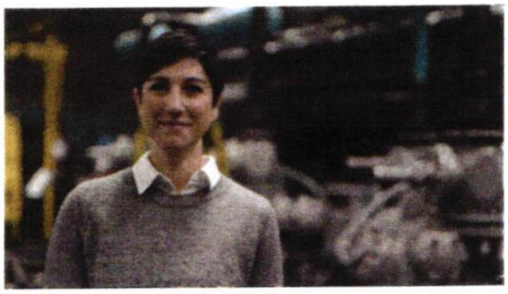
Key factors why a partnership with CIMCO is beneficial to you:

- Over 300 Years worth of Engineering knowledge
- Continually abreast of the ever changing technology in the industry
- Extensive Training Program for Service Technicians, resulting in faster system maintenance and repairs and lower overall costs
- Large Number of Technicians ensure that every service requirement is met 24 hours a day, seven days a week
- Large Inventory of parts and compressors means that CIMCO does not rely on any outside suppliers for emergency repairs

In - House Refrigeration Project Expertise

From conception to decommissioning CIMCO has the in-house expertise and resources to handle all refrigeration project requirements including:

- Pre-planning
- Complete design and engineering
- Manufacturing
- Pre-fabrication Facility
- Project Management
- Equipment ordering, consolidating and staging
- Installation and start-up
- Post-construction service
- Dedicated technology



Key Fact About CIMCO

- North America's largest refrigeration contractor
- Over 1000 employees
- Over 15,000 completed refrigeration projects
- 8000 active customers
- 23 locations throughout North America
- Completed 53% of the world's ice rinks (70% of professional rinks in North America)
- Successfully installed ice rinks in over 45 countries
- Sustainable designs which included
    - 0 GWP natural refrigergerants
    - 100% heat recovery
    - High efficency 1.5 hp/tonne

What is Smart Rink Connect?

The Smart Rink Connect council is a group of like minded industry leaders with the mission to develop interconnected products on a common platform. Each Smart Rink Connect product has customized sensors, monitoring capabilities and native intelligence to improve the safety, reliability and efficiency of your ice rink .

Why consider CO2 as your Refrigerant

ALL NATURAL

Natural refrigerant with global warming potential (GWP) of 1 and ozone depleting potential (ODP) of 0

FUTURE PROOF

Low environmental impact - unlikely that environmental legislation will prohibit its use or lead to phaseouts

SAFE

Classified as an A1 refrigerant (low toxicity and flammability)

HIGH EFFICIECY

High potential for heat reclaim, which lowers plant operation cost. Higher suction pressure means higher efficiency

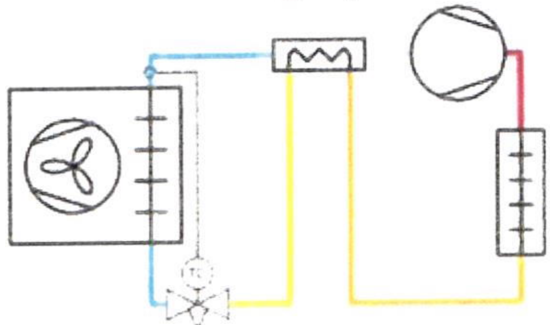
NON-CORROSIVE

Inert and stable substance - no chemical reactions with polymers

01 GWP	0 ODP	A1 Safety Class
30000 PPM Toxicity	0 Flammability	Excellent Retrofit
Heat Reclaim High & Mid Grade	LOW Cost of refrigerant	

CO_2 (R-744) has proven to be a highly advantageous refrigerant for the cooling industry. It has minimal impact on the environment, produces reduced waste, is highly efficient and safe. As far as refrigerant options are concerned, CO_2 is a leader in many aspects.

Simple CO2 one stage plant



Winter operation

$COP_c = 4,69 \quad COP_h = 5,65$

CIMCOs CO2 Cooling Solution

CIMCO has been at the forefront of CO_2 cooling in terms of innovation and experience, so we are equipped to develop the perfect system for your arena. With a highly experienced team and over 75 CO_2 installations across North America, we can recommend and create the perfect fit for you. Taking into account various factors such as maintenance, replacement, environment, ice quality, and total cost of ownership, CIMCO's CO_2 solution proves itself a powerhouse of efficiency, performance and sustainability.

Note - this video talks about Co2 direct floor - this one quoted will be Co2/Glycol to the floor

KEY FEATURES

Energy Efficiency

Energy savings between 15% - 40% depending on the type of system and location
Superior quality allows energy stability
Reliable and accessible solution for different weather conditions, with features for warmer climates
Will maintain high COP and performance with seasonal operations
Special features for year-round operation
Superior ice quality
Consistent ice temperature and quicker reaction to load with direct system

High heat transfer in evaporators and condensers
Smaller heat exchanger
Allows low discharge floating head operation in colder climate
Lower compression ratios leading to higher compressor isentropic efficiency
Outlasts conventional installations
Less impact on loss of efficiency cause by pressure drop in piping - almost no impact

Cost Efficiency

Cost savings of 15% - 40% year after year (dependent on type of system and location)
Reduced capital and operating costs
Reduced cost of replacement equipment, low maintenance
System components easily available, normally off the shelf
Quicker installation
Ease of operation, maintenance and start-up
Fully integrated control system

Options available

Multiple pieces package to fit in existing mechanical room
Separate pump packages
Calcium Chloride or Ethylene glycol
DDC controls and monitoring
Infrared camera for ice temperature control
Adiabatic gas cooler for warmer climate
Parallel compression and ejector for warmer climate
Standard package size available for consultant and owners design requirements

Heat Recovery

Using heat recovery is environmentally friendly and lowers operating costs by re-purposing waste energy.

In the past, ice rink refrigeration systems would reject waste heat into the atmosphere. Overtime, they have undergone improvements in terms of both equipment performance and waste heat recovery. Recovering and using the waste heat can reduce energy consumption and costs by over 40% and GHG emissions by 80% (based on the assumption that the waste heat recovery replaces the fuels used for space heating and domestic hot water). High discharge temperatures in CO_2 system offer good potential for high grade heat recovery requirement. It also offers substantial medium grade heat recovery for various building heat requirements. Taking into account the impact they have on operating costs and GHG emissions, energy efficiency and heat recovery are essential in new facilities or when renovating or replacing existing systems.

Most common uses for recovered heat

High grade heat

Hot water for showers and resurfacer

Hydronic hot water heating elements

Medium grade heat

Fresh air intake heating

Room heat , hydronic or air

Infloor radiant in concrete floor, bleachers , walkways, showers, parking area

Lower grade heat

Slab underfloor heating

Snow melting

Safety

Classified as A1, which indicates non-toxicity and non-flammability, CO_2 tops the safety charts for all refrigerants. CO_2 operates at high pressures, which is one of its main deterrents. However, this risk can easily be countered by appropriate design, construction and commissioning of the system. High quality stainless steel fusion welded pipes ensure the safety and quality of the installation. CO_2 is present all around us; it is non uncommon to have CO_2 in the atmosphere. Gas detection is installed and prevents the low floor area from completely replacing oxygen with CO_2 in case of a major leak.

PHASE I - CIMCO Engineered - CO2 Major Equipment - Firm Quote

Engineering

- CIMCO engineering to complete all equipment selections
- CIMCO engineering to prepare Refrigeration Equipment room; piping and flow diagram
- CIMCO engineering to prepare Refrigeration Electrical loads
- CIMCO Engineering to prepare drawings and scopes of work for selected Civil, Mechanical, Electrical, Insulation, Crane sub contractors.

Package 1 - Co2 Refrigeration Package

- 250TR Co2/glycol chiller package (approximate size 30'L x 7'W x 8.25'H) TBD on engineering
- (10) bitzer semi-hermetic reciprocating compressors
- (8) Co2/glycol DX chillers for ice mode
- Main electrical panel which will provide power to the main Co2 package, and wiring power to the pump package located beside and the adiabatic gas cooler - panel will require 1200 AMP, 460V fully rated main power to the disconnect

- VFD on the first 30 HP compressor
- VFD on the first 50HP compressor
- Compressor relief valves and manifold
- Package will have low-grade heat reclaim heat exchanger included
- Package will have high-grade heat reclaim exchanger included
- Package will also come with CIMCO IQ control system which will control the ice temperature, heat reclaim etc...

Package 2 - Pump Package

- CIMCO pump package (approximate size 10'L x 5'W x 6"H) TBD on engineering
- Includes 3 cold glycol pumps, 1 for Ralph Englestad, 1 for the Huck Olsen Arena and 1 which can be swung from side to side
- Includes 1 warm pump for Ralph Englestad which will service the underfloor system and snow melt pit heat exchanger
- Includes 1 warm pump to circulate warm reclaim glycol to the Huck Olson Arena which will feed a "future' glycol coil in the air handling unit (coil accounted for in HVAC budget)
- The starters for these 5 pumps will be located in the main electrical panel mounted to the Co2 package, also supplied in this quotation

Outdoor Co2 Guntner Gas Cooler

- Supply and install GGFD 090.2A2x6/6JA-E257L/06P gas cooler located outdoors per the site layout below

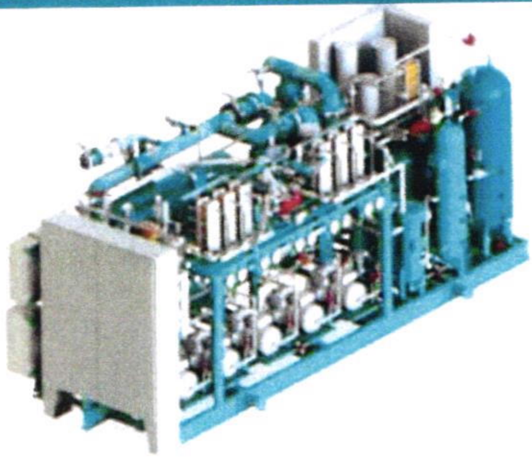
Misc. Supply items:

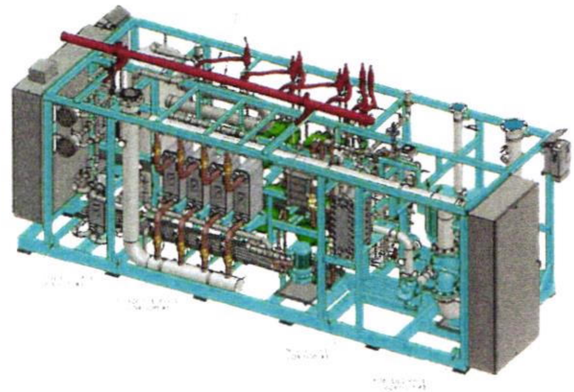
- Supply new cold and warm open top expansion tanks
- Supply new Co2 refrigerant leak detection system in the Ralph Englestad mechanical room

Alternate 1 Supply Items

- Supply (2) ice batteries located beside the gas cooler - see alternate 1 layout below
- Supply (1) in-line ice battery build pump located beside the Co2 package - see alternate 1 layout below

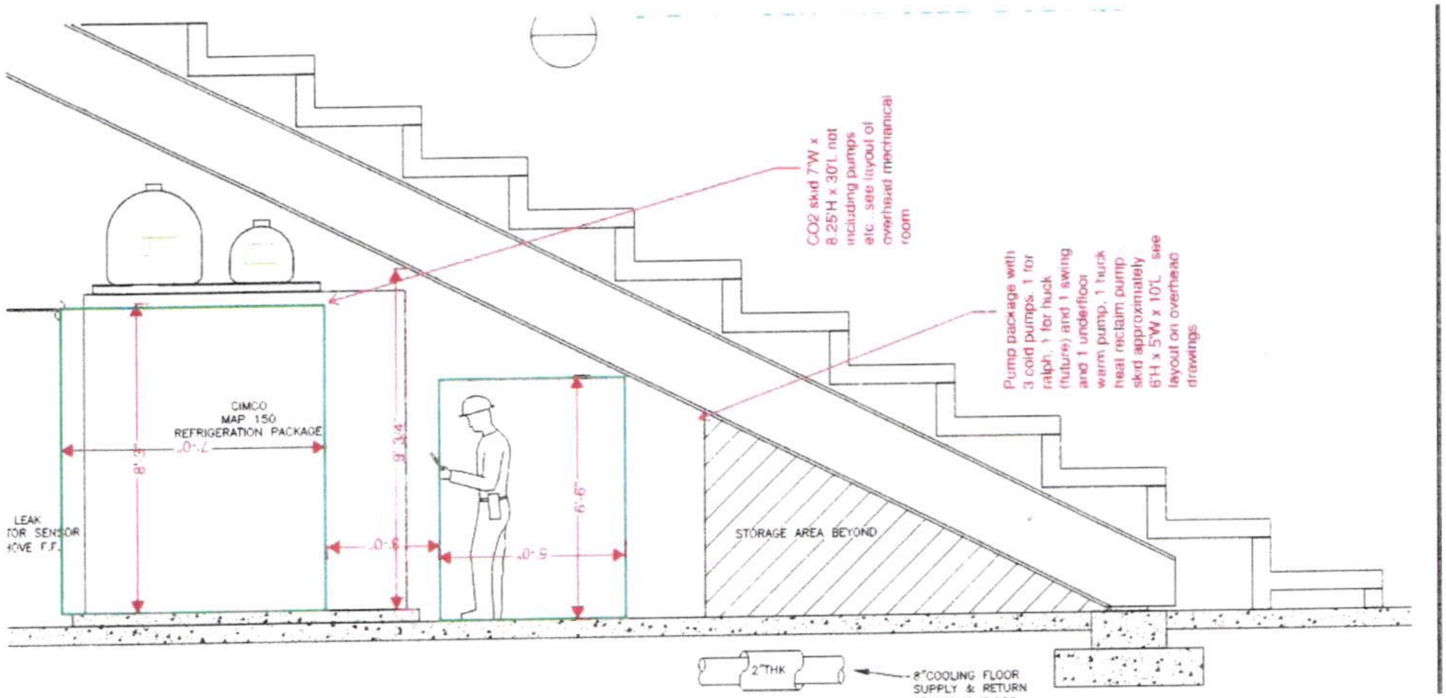
Alternate 1 would be considered because it allows the plant to run, in order to produce heat for the Huck Olson arena, even when there is no call for ice making at either the Ralph or the Huck. It gives the system more flexibility to "false load" in order to use the reclaimed heat as the primary source of heating for the Huck Olson Arena through an air handling unit (budget to be provided)

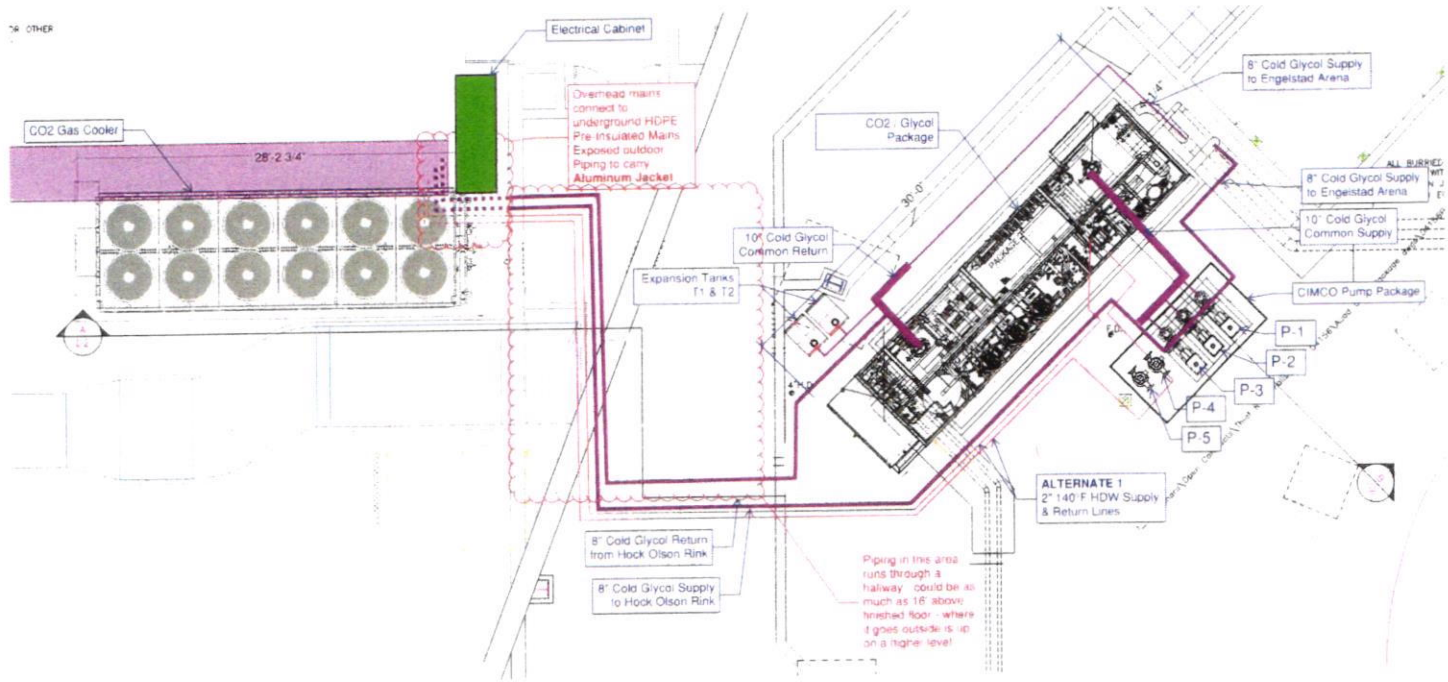




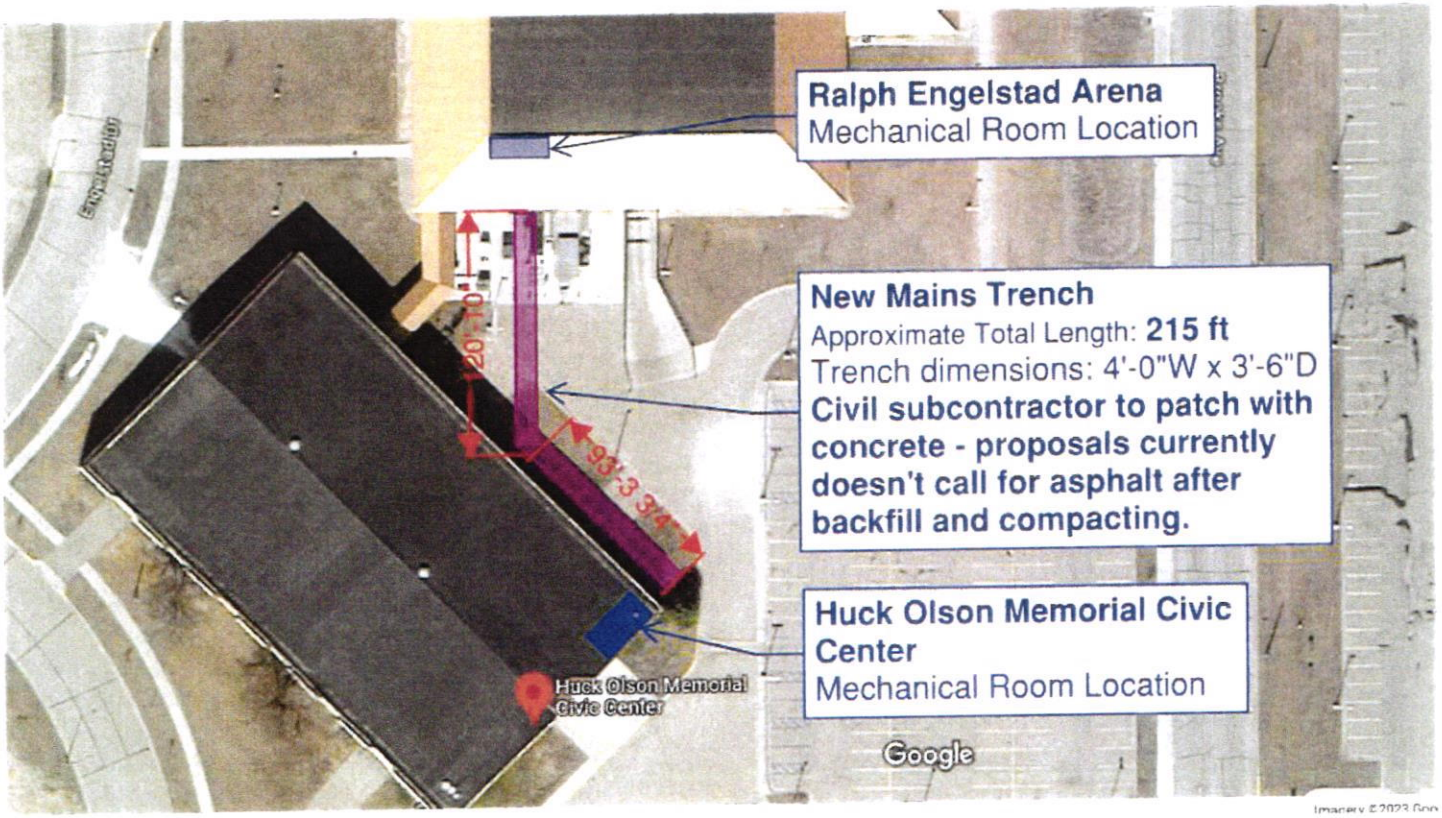
Pictures from recent ice rink in Reading, PA (180TR refrigeration package). R22/ glycol to Co2/ glycol change out.

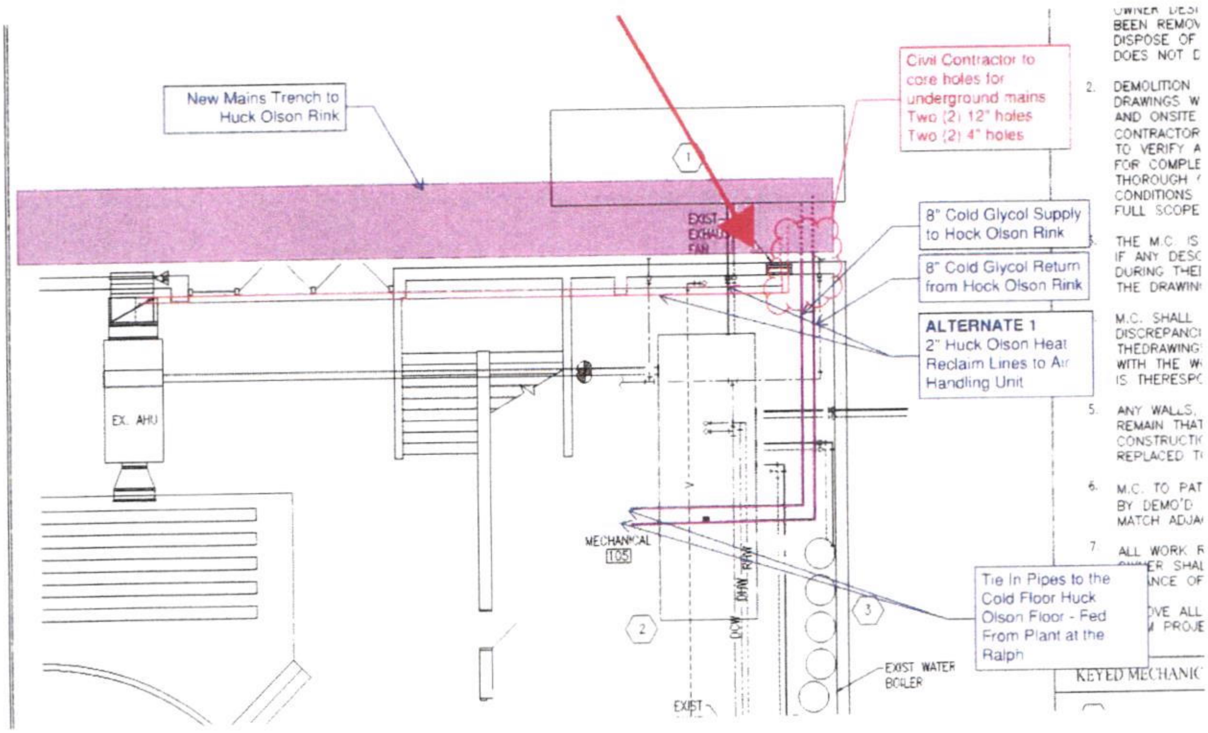
Mechanical Room Layout(s)

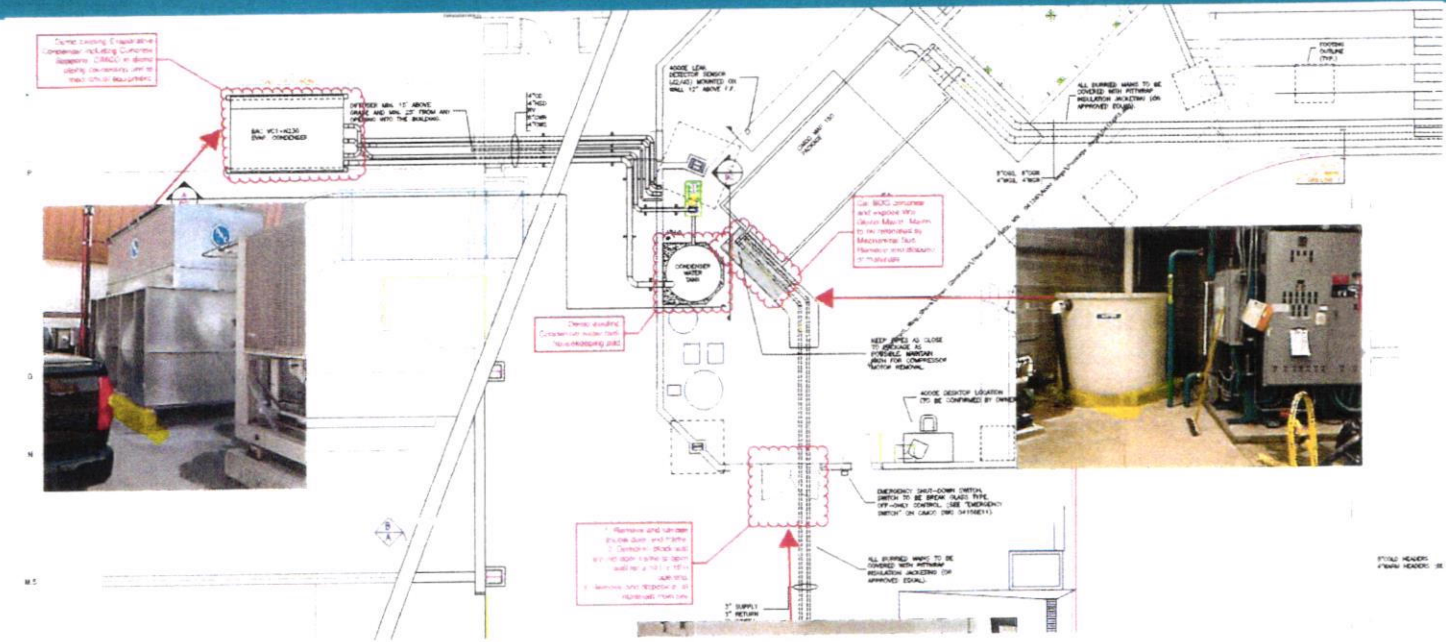




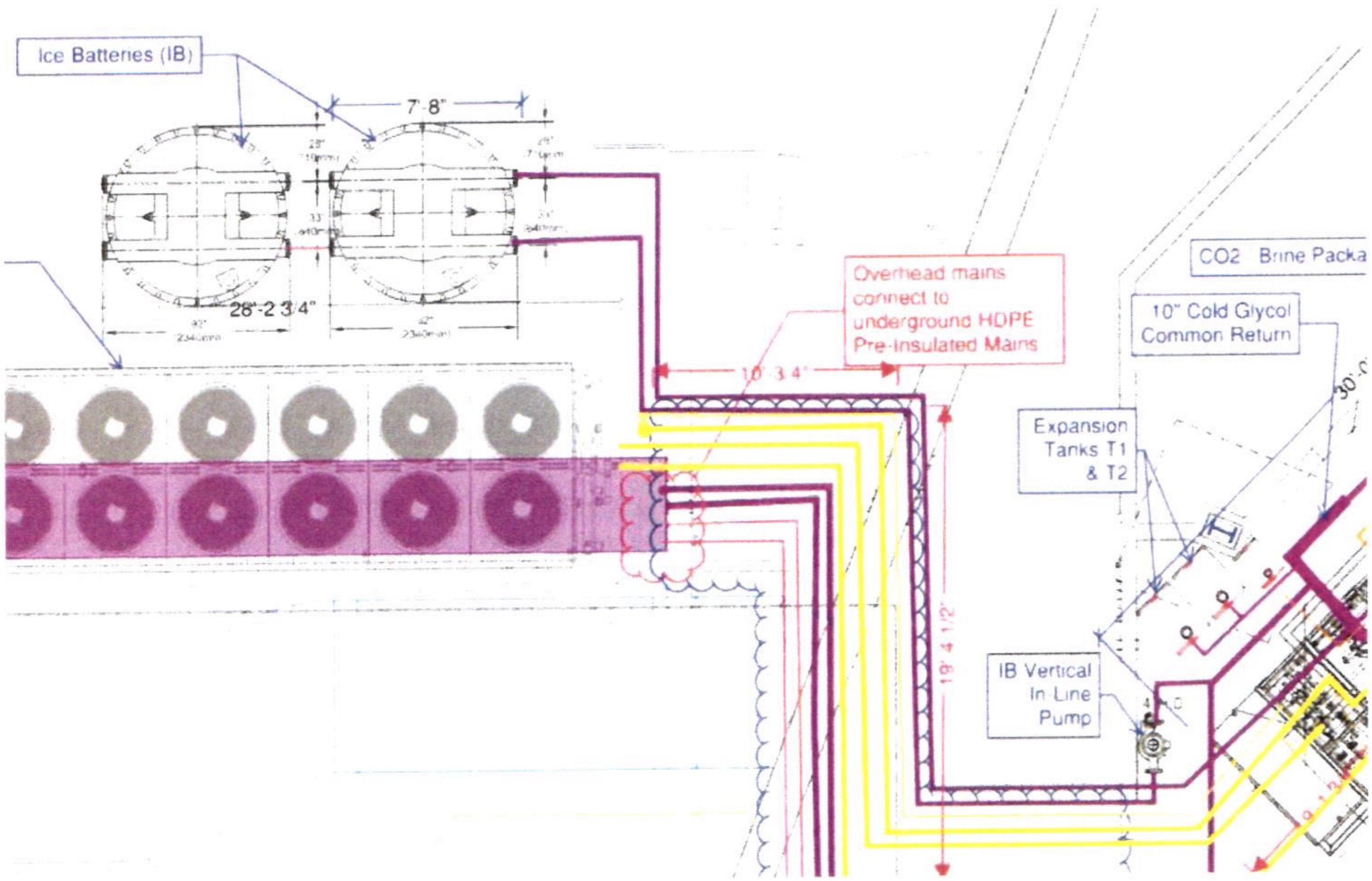
Parking Lot/Huck Olson Layout







Alternate 1: (2) Ice Batteries and (1) In-Line Ice Battery Cold Pump



PHASE 2 - Installation of the major equipment at Ralph Englestad Arena and Tie in Requirements for the Huck Olson Arena

General Construction Scope (not included in original budget provision)

- Provide trench across the parking lot per layout above, approximately 4'W x 3'6"D
- Prepare trench for CIMCO piping running across the parking lot 2 x 8" insulated pipes for the cold floor at the Huck and 2 x 2" insulated pipes for heat reclaim to the Huck
- Backfill, compact trench and repair with concrete - not asphalt currently so it will not match exactly
- Demo existing R22 evaporative condenser stand supports and condenser for the Ralph
- Remove condenser water tank and housekeeping pad in the Ralph mechanical room
- Cut a small portion of the concrete to the plan SouthEast of the existing housekeeping pad to expose the pipes going to the snow melt pit (need to be relocated slightly to make room for the additional length of the Co2 package)
- Extend existing housekeeping pad to accommodate the 30'L Co2 package
- Pour new pad 10'x5' for the pump package located beside the Co2 package
- Remove block wall around the double door going into the Ralph mechanical room to accommodate installation of the Co2 package and demolition of the existing R22 package
- Re-install the block wall and double door

Electrical Scope of Work

- Supply and install new 1200AMP, 460V service to the disconnect in the Co2 package panel (not included in the original budget)
- Supply floor temperature control from the Ralph Englestad main package to the floor at the Huck Olson (will run in the trench provided by the general construction contractor)
- Power and control wiring associated with the new Co2 refrigeration package
- See some exclusions in the (exclusions section at the bottom of the proposal)

Refrigeration Installation Scope of Work:

- New gas cooler supply and return piping
- New Co2 relief line piped outdoors
- Connection piping between the Co2 package and the pump package
- Install new cold and warm open top expansion tanks
- Connect to Ralph cold glycol supply and return piping
- Connect to Ralph warm floor glycol supply and return piping
- Connect to Ralph snow melt pit supply and return piping (snow melt pit coil and as much piping as possible will be re-used)
- Supply and install 8" HDPE pre-insulated pipes across the parking lot to the Huck Olson Arena
- Supply and install 2" HDPE pre-insulated heat reclaim pipes across the parking lot to the Huck Olson Arena
- Provide connection at the Huck Olson side to the existing glycol supply and return lines to the Huck
- Piping for the existing Huck Olson package will just be cut as close to the connection point as possible
- Provide connection piping from the 2" stub-up location at the Huck Olson side, to the side of the existing air handling unit which is not currently functioning
- Replacement coil or handling unit for the Huck Olson Arena for use with 95dF glycol is budgetary in this proposal only and will need to be further engineered to determine best method for using heat
- Exhaust fan upgrades to use Co2 in the Ralph are budgetary at this time and will need to be vetted during engineering

Misc. Scope:

- Start-up and staff training on the new system
- New charge of 40% ethylene glycol in both ice rinks, ice batteries and air handling unit (when clarified) will be provided
- New operating charge of Co2 and oil as recommended by the manufacturer of the package
- Start-up and staff training on the new system
- Freight of all materials to site in Thief River Falls, MN
- Permitting costs associated with the project
- Rigging of major equipment and site rentals as required
- PE stamp as required in Minnesota
- Demolition of the existing Ralph Englestad ice plant area to prepared for the new Co2 package being installed
- R22 recovery out of the Ralph Englestad package - we have provided an optional deduct credit depending on how much R22 is reclaimed

Refrigeration Installation Scope of Work:

- Install (2) ice batteries located outside by the Co2 gas cooler
- Install (1) ice battery build pump off-package in the mechanical room

Budget for "Mechanical Work"

- Upgrade exhaust fans at the Ralph Englestad Arena to accommodate Co2 refrigerant including upgrading the fan, locating the exhaust closer to the ground etc...
- Tie from the DDC CIMCO IQ controller to the exhaust fan to have it run when Co2 levels are beyond set-point
- Review the existing air handling unit with McQuay at the Huck Olson Arena to determine whether a "custom" coil can be installed to utilize 95dF glycol as the primary heating source in the Huck. Our engineers do believe this is possible, however it will take additional engineering review.
- If we cannot customize a coil for this application, and new air handling unit would be required to be installed

Design intent for heat reclaim:

1. Design intent is to reclaim the 95dF heat recovery from the Co2 package, fed via the 2 x 2" HDPE pre-insulated pipes through the parking lot over the Huck Olson Arena
2. This piping would be connected to a "custom" coil in the existing air handling unit (or new air handling unit if absolutely necessary) as the primary source of heating
3. The alternate of the (2) ice batteries essentially will act as a "false load" on the refrigeration system so that we can run the Co2 plant for the sole purpose of heat reclaim, heating the Huck Olson arena. This will be much more efficient than running the existing 2 x 50kW electric heaters at the Huck
4. Those (2) electric heaters at the Huck would be set-up so that they only run when absolutely necessary

Exclusions:

1. Supply one set of Architectural Drawings of all areas concerning refrigeration equipment and subsequent revised drawings.
2. Supply or ensure existing supports on floors, ceilings etc. are safe and useable for structural reinforcing for hanger bolts to hang equipment and pipes, and to support equipment on roof or floors not on grade.
3. Provide temporary water and electric power for lighting and power tool operation.
4. Low voltage from the exhaust fan provide by others to our system to ensure it turns on if ammonia is detected in the room (in budget for the HVAC exhaust upgrades)
5. Supply and installation of all water lines to within 20 feet of the CIMCO requirements in machine room.
6. Any water drain or plumbing requirements
7. Snow melt pit to be re-used and as much piping as possible
8. Removal and disposal of any substance, which is not environmentally safe, will be charged back to the customer as a cost plus 25% overhead and profit.
9. Any material or work not covered in the foregoing quotation or mentioned in the owner's obligations will be the responsibility of the owner.
10. Any seismic requirements
11. Any upgrades to the refrigeration room, outside of what was been outlined in the proposal above would be require a cost review
12. Refrigeration room exhaust fan
13. Existing in slab conduits to be reused in the Huck Arena for slab sensors, if the conduit are impassable new conduit to the sensors is not figured
14. Demolition of the ice plant at the Huck Olson Arena - piping will be cut as close to that package as possible, to be demolished at a later date

Special Conditions:

- Pricing does not include any bonding at this time, however it can be added as requested.
- Pricing valid for 30 days
- We have not included sales taxes of any kind on materials or labor on the pricing below - our understanding is that a tax exemption certificate will be provided. If not, pricing will need to be adjusted.
- Pricing subject to CIMCO Refrigeration, Inc. standard terms and conditions attached herewith
- Proposal assumes the use of non-union labor and no prevailing wage requirements applicable.
- Standard 1 year warranty

Project Pricing

FIRM NUMBERS BELOW	Price
2023 Pricing - Base bid (2) packages, gas cooler and installation scope of work as outlined above	$3,053,000 USD FIRM
Alternate for (2) ice batteries, piping and ice battery pump (not included in original budget)	$61,000 USD FIRM
Credit for R22 recovered out of the system	$20.00/lb x estimated 1200 lbs = $24,000 credit (to be confirmed) FIRM

BUDGETARY NUMBERS BELOW	Price
HVAC upgrades budgetary figure (coil in air handling unit at the Huck Olson Arena, upgrades to exhaust fan in the Ralph Englestad mechanical room and electrical tie in to exhaust fan)	$50,000 - $60,000 USD BUDGET $95,000.⁻
Project contingency to be used for additional requirements discovered during the engineering process - project is priced based on 30% conceptual drawings and scopes of work to be executed at + 12% OH and 8% Fee	$75,000 USD BUDGET $40,000 MCFARLANE HVAC COIL, EXHAUST, ECT...

TOTAL PROJECT BUDGET FOR APPROVAL: $3,225,000 USD

Explanation of increase in budget from $2,500,000 USD original to $3,250,000 USD

1. GC support scope of work as outlined on page 13 was not in the original budget, cost included in the pricing now above: $300,000 USD
2. Main electrical service upgrade to 1200AMP service requirement by the Co2 package was not in the original budget pricing: $100,000 USD
3. Tie into the air handling unit at the Huck Olson Arena was not in the original budget pricing: $30,000 USD
4. Glycol replacement of both rinks and complete new charge was not the original budget pricing: $71,000 USD
5. Alternate ice batteries, piping and pump - $61,000 USD
6. Deduct $24,000 USD refrigerant reclaim
7. HVAC budget pricing below - not originally included upper limit: $60,000 USD 95K
8. Project contingency budget - not originally included: $75,000 USD 40K

Typical Replacement Schedule	53 WEEKS
Contract execution and ordering major equipment (critical path)	2 weeks
Full shop drawings and submittals	4 - 6 weeks
Mobilize & Demobilize	2 weeks
Longest Lead Time (Co2 Package) (critical path)	40 weeks
Ship package to site (critical path)	1 week
Place Equipment & Gas Cooler (critical path)	1 week
Pipe in new system for installation (critical path)	6 weeks
Start Up & Commission System (critical path)	3 weeks

Adverse Condition Delays:

An allowance of $0 is included in this proposal for adverse weather conditions including, but not limited to winds, snow, ice, excessive heat, freezing temperatures and subsequent difficult site access which slow or prohibit the normal production and installation schedule of the work. If there is an allowance included it includes the following: Snow and ice removal; Loss of production time, non-productive payroll, expenses incurred, re-mobilizations, equipment rental related to the project delay from adverse weather as listed; wind blinds; temporary shelters heated or non-heated.

Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client the City of Thief River Falls

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Billing and Payment Terms. CIMCO will invoice The City of Thief River Falls as per the terms of this agreement, and The City of Thief River Falls will pay each such invoice within thirty (30) days after the date thereof. Invoices not paid within such thirty (30) day period will accumulate interest as per the terms and conditions of this agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: ____ Date: _________________________

Print Name of Client: ____

Purchase Order :

CIMCO Refrigeration Inc would like to thank you for the opportunity to provide a proposal for this project upgrade and options and look forward to your valued response and potentially working on your team!

Best Regards,

Drew Perryman
CIMCO Refrigeration Inc.
Account Manager - US Recreation
Cell: 416 254 5695
Email: dperryman@toromont.com

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"). THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

4. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

5. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

6. COST ESCALATION

The Vendor and Owner acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. The Vendor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of he Vendor, the Owner agrees he Vendor shall be entitled to an equitable adjustment of the contract sum and/or, if applicable, the contract time due to the following non-exhaustive list of possible events or circumstances: (1) a Subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a Subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of Subcontractor's estimate differing from completion dates anticipated at time subcontract award, (4) commodity price escalation and/or delivery date impacts due to Subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; or (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

7. TERMS OF PAYMENT

(a) Unless otherwise specified in this Quotation/Contract, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 50% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 35% upon acceptance of this quotation by the Purchaser, an additional 25% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment, an additional 30% immediately after installation but prior to the commencement of operation of the goods or related systems, and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

8. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP BY EITHER A PERIOD OF EIGHTEEN MONTHS (18) AFTER THE DELIVERY OF EQUIPMENT OR TWELVE (12) MONTHS FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THE LENGTH OF WARRANTY WILL BE DETERMINED BY EQUIPMENT DELIVERY OR COMPLETION OF WORKMANSHIP BY WHICHEVER AGREEMENT EXPIRES FIRST. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option. F.O.B point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) the foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

9. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

10. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, 'Completion" shall be deemed to occur when any one of the following events takes place

i. The Purchaser signs an acceptance certificate.
ii. The Vendor has installed and, where applicable, successfully tested the installation.
iii. The Purchaser commences regular use of the goods correlated systems.
iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

11. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

12. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province/State of MN without regard to that province's/state's rules governing conflict of laws.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF.NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 9/5/2023

SUBJECT: #8.4 Approve Metcalf Archaeology Study

RECOMMENDATION: It is respectfully requested that the Council consider the following:

MOTION TO: To approve contract with Metcalf Archaeology in the amount of $8,200.00 for services associated with an archaeology study located at Red Robe Park, Boy Scout Park, and Elks Park in Thief River Falls, MN.

BACKGROUND: In 2022, several infrastructure assets of the City of Thief River Falls sustained damage due to high water and flooding conditions. In June of that year, FEMA declared a disaster state to a three-county region for public assistance funds. Three of the infrastructure improvement projects have been required to complete an archaeology study before conducting any construction activities. This study encompasses the currently requested research for all three locations.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Archaeology study costs are eligible for reimbursement on mitigation projects that have been granted funds through FEMA disaster declarations.

LEGAL CONSIDERATION: An archaeology study has been required by the Environmental Historic Preservation division of FEMA, and will be necessary to proceed with mitigation projects listed above before any disaster funds are awarded to those projects.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

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Request for Council Action

DATE: 9/5/2023

SUBJECT: #8.5 Approve Hiring of Richard Baker as Economic/Community Development Director

RECOMMENDATION: It is respectfully requested that the City Council approve the Public Works Committee recommendation:

MOTION TO: Approve the hiring of Richard Baker as Economic/Community Development Director. Mr. Baker will start at a Grade 13 Step 2 for $46.53 per hour, which is a monthly salary of $8,065.20.

BACKGROUND: It was approved on Resolution Number 06-140-23 to open the Economic/Community Development Director position to the public for filling. Interviews were conducted on August 22, 2023.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2023 budget position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 9/5/2023

SUBJECT: #8.6 Approve Tobacco License for Licensee Name: TH Specialty Store Inc., Trade Name: King Tobacco Thief River 2 License

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: Approve a new Tobacco License to TH Specialty Store Inc, DBA King Tobacco Thief River 2, effective September 11, 2023 through December 31, 2023.

BACKGROUND: King Tobacco Thief River 2 is planning on opening a second tobacco shop/smoke shop and has applied for a tobacco license.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The Tobacco license for 2023 is $150.

LEGAL CONSIDERATION: License is contingent on receiving all applications, forms and fees

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	King Tobacco Thief River 2

CITY OF THIEF RIVER FALLS

TOBACCO LICENSE APPLICATION

City Code Chapter 112

Date of Application: 8-21-23 Licensing Period: 2023

TH SPECIALTY STORE INC.
LICENSEE NAME (Corp, Partnership, Individual)

1845 HIGHWAY 59 SOUTH, THIEF RIVER FALLS MN 56701 - 1YEAR
LICENSEE ADDRESS (Street, City, State, Zip) LENGTH OF TIME AT THIS ADDRESS

KING TOBACCO THIEF RIVER 2 218-841-1104 218-841-8104
BUSINESS NAME/TRADE NAME BUSINESS PHONE HOME PHONE

1845 HIGHWAY 59 SOUTH UNIT 100 THIEF RIVER FALLS MN 56701
BUSINESS ADDRESS PARCEL # OF BUSINESS PROPERTY

93-2822907 8972919
BUSINESS PROPERTY LEGAL DESCRIPTION FEDERAL ID# STATE ID #

IF THE APPLICANT IS A PARTNERSHIP, LLP, CORPORATION, OR LLC, COMPLETE THE FOLLOWING FOR EACH PARTNER/OFFICER:

Full Name (First Middle Last)	Title	Date of Birth	Address – Street/City/State/Zip
TAM TRONG DO	CEO	11/20/1972	507 RIVERWOOD DR DETROIT LAKES MN 56501

Are the applicants citizens of the United States? ☒ Yes ☐ No

Applicants are at least 18 years of age. ☒ Yes ☐ No

Have any of the applicants ever been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to the sale of tobacco or tobacco products, or tobacco related devices? ☐ Yes ☒ No If yes, the date and place of conviction and nature of the offense

Have any of the applicants had a tobacco license revoked within the preceding 12 months of the date of application? ☐ Yes ☒ No

Applicants will present this request to the City Administrator's Office who will forward the application to the City Council for action.

Cost of the license is currently $150.00 annually.

Applicants shall comply with all restrictions, limitations, and regulations for the sale of tobacco under the City Code and State Statutes.

You are hereby advised, pursuant to Minnesota Statutes, Section 13.04, Subd. 2, that in order to complete the application necessary for licensing within this municipality, you may be required to supply certain private and/or confidential personal data to the City of Thief River Falls via the completed application form. This private and/or confidential personal data, in addition to all other information provided, will be used by employees of the City of Thief River Falls and the Thief River Falls City Council to determine whether or not the "license" may be granted as requested.

You have the right to refuse to supply any or all data requested, however, your application will not be processed unless all of the requested data is supplied. All data contained in the license application, along with any additional relevant data obtained by agents of the City of Thief River Falls pursuant to the processing of this licensing application, may be classified as public data by Minnesota State Statutes.

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge; that I have received a copy of the City of Thief River Falls City Code as it relates to sale of tobacco; and that I will notify the City of Thief River Falls within 30 days should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.

[signature] CEO 8-22-23

SIGNATURE OF APPLICANT TITLE DATE

STATE OF Minnesota)
) SS
COUNTY OF Becker)

JOY L. KAISER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2026

On this 22 day of Aug. 2023 before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Kaiser
Notary Public

MINNESOTA·REVENUE

CT102

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

License number	
Period covered	
Date of issuance	

Print or type

Applicant's Minnesota tax ID number: 8972919

The Minnesota tax ID must be issued in the same legal name of the licensee below.

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over counter ☐ Through vending machine ☐ Both

Business information

Licensee's legal name: TH SPECIALTY STORE INC	Federal employer ID number (FEIN): 93-2822907
Business trade name (doing business as): KING TOBACCO THIEF RIVER2PENNINGTON	Daytime phone: 218-841-1104
Complete address of business location *(permit location)*: 1845 HIGHWAY 59 SOUTH UNIT 100 · County:	Other phone number:
City: THIEF RIVER FALLS · State: MN · Zip code: 56701	Fax number:
Mailing address *(if different than business address)*: · City: · State: · Zip code:	Email address: 1972tamdo@gmail.com

Type of legal organization *(check one)*:

☐ Sole proprietor

☐ Partnership

☐ Other *(describe)* ______

☒ Minnesota corporation: Enter date of incorporation 8/10/23

☐ Out-of-state corporation: State of incorporation ______

Are you registered to do business in Minnesota? ☐ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

Name	Title		
TAM DO	CEO		
Address	**City**	**State**	**Zip code**
507 RIVERWOOD DR	DETROIT LAKES	MN	56501
Name	**Title**		
Address	**City**	**State**	**Zip code**

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature	Title	Print name	Date	Daytime phone
TamDo	OWNER	TAM DO	8-21-23	218-841-1104
Licensing agent's signature	Title	Print name	Date	Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

(Rev. 8/12)

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
St. Paul, MN 55155

Mailing Address:
PO Box 64217
St. Paul, MN 55164-0217

Email: dli.license@state.mn.us
Website: dli.mn.gov
Phone: (651) 284-5034

CC0515

Certificate of Compliance
Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a $2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
	218-841-1104	218-847-3883

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)
TH SPECIALTY STORE INC.

DBA ("doing business as" or "also known as" an assumed name), if applicable
KING TOBACCO THIEF RIVER 2

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
1845 HIGHWAY 59 SOUTH UNIT 100	THIEF RIVER FALLS	MN	56701

County	Email address

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☐ **I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)

Policy number:	Effective date:	Expiration date:

☐ **I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see https://mn.gov/commerce/industries/insurance/licensing/self-insurance.)

2. **I am not required to have workers' compensation insurance because:**

☐ I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)

☒ I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)

☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)

☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name: TAM DO

TamDo

Applicant signature (required)	**Title**	**Date**
TamDo	CEO / OWNER	8-21-23

If you have questions about completing this form or to request this form in braille, large print or audio.

State of Minnesota
License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalities, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **DO NOT RETURN THIS FORM TO THE DEPARTMENT OF REVENUE.**

Please print or type

Name of license being applied for and license number (if renewal): License Number #:

KING TOBACCO THIEF RIVER 2

Licensing Authority (name of city, county, or state agency issuing license):

THIEF RIVER FALLS, PENNINGTON COUNTY, MN

License Renewal Date:

PERSONAL INFORMATION:

DO, TAM T.

Applicant's last name | Applicant's first name and middle initial

507 RIVERWOOD DR | DETROIT LAKES | MN | 56501

Applicant's address | City | State | Zip Code

BUSINESS INFORMATION:

Business name

1845 HIGHWAY 59 SOUTH UNIT 100 | THIEF RIVER FALLS | MN | 56701

Business address | City | State | Zip Code

8972919 | 93-2822907

Minnesota tax identification number | Federal tax identification number

If a Minnesota tax identification is not required, please explain on the reverse side of this form.

Applicant Signature:

[illegible] | OWNER | 8-21-23

Signature | Title | Date